

CAFÉ HIVE, COOPÉRATIVE DE SOLIDARITÉ | HIVE CAFÉ, SOLIDARITY COOPERATIVE

Annual General Meeting

MINUTES

Date: September 28, 2017

Time: 6:00 PM

Location: Hive Café - Mezzanine Location:

1455 de Maisonneuve W H-239

Montreal, Quebec

H3G 1M8

Chair: Jeremy Blinkhorn

Secretary (Minute-taker): Marcus Peters

Agenda:

1. Opening remarks
2. Guidelines to vote (motions)
3. Approval of the roles
 - a. Chair and secretary
 - b. Elections officers
4. Approval of the agenda
5. Approval of 2016 SGM & AGM minutes
6. Annual Report Presentation
 - a. Worker members
 - b. Art Gallery
 - c. Growing committee
 - d. Kitchen & Catering
 - e. Food Committee
 - f. Free Lunch.
 - g. Events
 - h. Board of Directors
 - i. Board Committees
 - ii. Marketing & Engagement
 - iii. Human Resources
 - iv. Governance
 - v. FinCom
7. Snack Break
8. Approval of Reviewer
9. Review of Financial Report
10. Review of Budget
11. By-laws
12. Elections
13. Volunteer appreciation
14. Community announcements

15. Adjournment

(Attendance list attached)

Minutes:

1. Opening remarks
2. Guidelines to vote (motions)
3. Approval of the roles

- a. Chair and secretary

Miles appoints Jeremy as Chair and Marcus as Secretary

Julia seconds the motion

Motion adopted unanimously

- b. Elections officers

Shylah moves to appoint Leigh and Andrew as the Elections Officers (scrutineer) of the votes for the meeting

Rowan seconds

Motion adopted unanimously

4. Approval of the agenda

Thomas moves to approve the agenda

Miles seconds

Motion adopted unanimously

5. Approval of 2016 SGM & AGM minutes

Charlotte moves to approve the minutes of the 2016 SGM & AGM minutes

Laura seconds

Motion adopted unanimously (Thomas abstains)

6. Annual Report Presentation

Chloe presents the annual report.

Chloe: We changed our menu somewhat since last year, we gained a significant amount of membership this year. There was a lot of great initiatives this year, for example we launched the “Solidarity food” initiative, where people can pay-forward food items for others in a financially precarious position to pick up.

- a. Worker members

Camila: Overall, the dynamic between the worker members and the rest of the organization is going great, there are a lot of new worker members this year, there haven't been any significant issues, the meetings have been going well.

- b. Art Gallery

Sadie: Firstly, there was an exhibit launched by the worker members, which went well. We also had a number of initiatives opening up submissions from the

general student body, all of which went really well.

c. Growing committee

Jeremy B: The growing committee was not as active as we had hoped, however, our hope is that by the fall we will be able to make our own tea from the herbs. We are hoping to launch a mushroom project soon as well.

Jeremy T: It seems like there was some progress over the summer?

Jeremy B: There was, but it will take a while for the plants to grow

d. Food Committee

Colleen: I took on the role of kitchen coordinator since December, which included the transition to the temporary space at Loyola. Our main goal is looking at making our menu more accessible to people who are vegan/gluten-free. Throughout this year we're hoping on expanding into our catering service as well. Lastly, we want to review our sourcing when it comes to the various places we get our food.

Nicholas: Is the catering a major priority then?

Colleen: It's a process, so we're looking into streamlining the logistics and ensuring our goals of accessibility and sustainability are in order before moving to that step.

Nicholas: Is there a timeline?

Colleen: We're going through the steps, I don't have a firm timeline yet.

e. Free Lunch.

Leigh: I'm not one of the free lunch coordinators, but I'm in to present their report. The Hive Free Lunch has a 15% increase in capacity this year. This year they incorporated an ASFA fee levy of \$.10/credit, which has helped them expand and serve more meals to students. They've also had help from other organizations relating to reducing costs and reducing food wastes, and overall their service has been extremely successful.

f. Events

Julia: This report was written by the former events coordinator, as I recently came in. Most of the events have been student events, at 36, and 16 of the events have been external. We've developed a great relationship with the NDG community since they tend to experience a lack of space, and our new cancellation policy has reduced the amount of cancellations. We've included a new policy which ensure WoMe's will be on site for various events to supervise, which has helped in risk reduction. We have a very good relationship with the Dean of Student's office for this year. Things have been very good this year.

g. Board of Directors

i. Board Committees

Charlotte: The Hive's board has been very active over the past year in an effective and horizontal structure. There has been less turnover this year. We are pleased by this year's surplus and work towards making a stronger organization.

ii. Marketing & Engagement

Charlotte: This committee worked on displaying the Hive's work, working on an outreach strategy, and creating policies for spokespeople within the organization.

iii. Human Resources

The HR committee was very active this year, working on hiring 2 coordinators, new policies, and revamping the internal evaluations process.

iv. Governance

Charlotte: This committee worked on developing policy on conflict resolution, leave of absence, and changes to the bylaws. The most significant change was to create new BoD seats for professors. Another change was to transform the definition of user members, to ensure the definition referred simply to users of the cafe, without the condition that they be a staff or student at Concordia.

v. FinCom

Andrew: FinCom played an instrumental role in overseeing the finances of the year. We advised the board of financial matters and participated in monthly financial tracking. We helped shape the daily operations of the cafe, and overall the year went really well.

7. Snack Break

8. Approval of Reviewer

Leigh: I'm the Finance Coordinator here. This report covers a period from last year that ends in April, beginning in May of 2016. We were in a pretty intense financial situation, so we participated in a restructuring committee that involved making some big changes to the Hive to make the organization financially sustainable. This was a very difficult process, as we strive to be a socially-conscious organization, but we are also a business that needs to be financially sustainable. The plan was approved by the BoD in August 2016 and implemented by the BoD in September of 2016. This plan ended becoming a major success, creating the first ever surplus for the Hive after grants are accounted for. If you include the grants, we had a very significant surplus of approximately \$90,000. A big thing I've been working on for this year is financial

9. Review of Financial Report

Leigh: At the end of our Fiscal Year, we had a few issues pop up. If you look at the report, there's a few things to know. Firstly, the Hive Free Lunch is a subsidiary of the Hive, they have a separate operating budget, although they fall under the umbrella. Whenever I discuss the budget, I am excluding the free lunch's budget.

Jeremy T: I was just curious what the word "bad debt" means?

Leigh: Bad debt is money that we were supposed to be receiving that we are not receiving so we had to write it off. If people don't pay their invoices/bills, etc, than we write it off as bad debt and it's an expense.

Jeremy: So it migrates budget lines?

Leigh: Basically.

Miles: It can also refer to expenses from previous years that weren't paid off.

Leigh: Over the course of the year, 57% of revenues came from Mezz sales, Loyola made about 16%, our catering made about 5%, and grants and rental fees made up the rest of the revenue. Our expenses are divided into three categories: Labor, cost of goods, and administrative expenses (property tax, printer paper, POS fees, etc.). Labor is the biggest expense at 53% at \$251,000. The cost of good was about 33.3%, and administrative expenses at 13.3%. This does not compare entirely to industry standards, as we don't pay rent for the space, among other factors. Labor expense are broken down into 4 categories, baristas at 40%, coordinators at 34.6%, kitchen at 10%, and Free Lunch at 15.4%.

Miles motions to approve APSV-Compatables Professionels Agrees Inc to review the 2016-7 accounting records and produce the 2016-7 Annual Review Financial Statement.

Devon seconds

Passes unanimously

Thomas moves to approve the 2016-7 reviewed statements

Rowan seconds

Passes unanimously

10. Review of Budget

Leigh: The only real changes to the budget for this year from last year is new espresso machines (which is amortized over the next several years). Other things that are reflected include Coordinator`s cellphones, and wage increases for employees, both Coordinators (+75 cents/hour) baristas (+2%/hour) and kitchen staff (+\$1/hour)

11. By-laws

Ben: There are 9 bylaw changes. We can go over them one by one.

1. We changed the definition of member to include non-Concordia-student, non-Concordia staff user members.
2. User member has been better defined
3. Being able to call a GA has been reduced from 500 members to 250. This was just an adjustment from the standard legal language to make calling GA's more accessible.
4. Composition of the BoD changes to 14, which includes adding 3 seats for professors, which we'll get to.
5. Composition of WoMe, we spoke to the WoMe to ensure that they were comfortable with these changes, but WoMe board members must be students or must have been students around they time they joined the board.
6. This is an extension of adding 3 professors to the bylaws. This is a bit open as professors are considered their own unique group.
7. We wanted to add training for officers of the board, because there's quite a learning curve, so we made it so that there is a budget for training for many different trainings for board members, given reasonable expecations.
8. We changed our fiscal year so that its more consistent with what we're currently working with in our finances. This change makes the fiscal year begin on May 1st and end on April 30th.

Thomas: Why 3 professors?

Ben: The discussion was surrounding institutional memory, as students tend to cycle through. They're a stakeholder group within the university. They open up the potential for internship opportunities, and they can contribute to the long-term vision of the organization.

Thomas: Do we know what percentage of user members are professors?

Ben: I'm not sure, I don't think we have that information.

Thomas: It feels a bit strange to me to have the same number of professors as student user members.

Ben: However, the workers are also all students.

Thomas: I'm not sure if I would agree that professors would share the same aims as students when it comes to the café.

Rowan: To go off of what Thomas has been saying, I understand that there is a lot of value in having multiple professors come on to the board, but I'm not sure if I agree with having 3 of them.

Jeremy T: Just wondering why they have to be professors and not, say, a librarian or another member of the community? Is there any reason for that?

Ben: I imagine that the definition could change in the future to include other stakeholder groups, but for now, professors coming onboard would be helpful for many reasons (for example, a human sciences professor, business professor, etc.) I think other staff members would be useful as well, we just didn't go that far yet. This direction was more about creating spaces on the BoD to attract a variety of skillsets that would benefit the organization. Technically, the definition could be changed, and also the student majority is fully preserved through this model.

Jenna: Do we have any professors that are interested in joining?

Ben: There are a few here today, and many have expressed interest but unfortunately have not managed to attend today.

Thomas: Do all the board members have to go through training?

Ben: Yes, it just specifies that at least one member of the HR committee to undergo the training.

Thomas: From my interpretation that would not mandate the Secretary/VP/President to go through the training.

Leigh: The wording works because of uses of the "ands" and "and/ors".

Devon motions to approve the presented bylaw changes in omnibus

Miles seconds

Leigh: I head disagreement, so I'm motioning to split the motion to exclude the bylaw changes involving professors seats.

Jeremy: I would recommend that we vote down this motion and then create a new motion. Motion fails.

Leigh motions to approve by-law change 5.3, which reads "three positions are available to Concordia professors."

Ben seconds.

Miles: I believe this is a good idea as including more professors on the board will really help us set up our catering services and improve the institutional direction of the Hive.

2 against (Leigh)

6 abstentions (Thomas and Charlotte)

8 approvals

The motion passes.

Miles: I move to omnibus approve the rest of the bylaw changes.

Julia seconds.

Motion passes unanimously.

12. Elections

Jeremy: BoD expectation and requirements: Some of the committees meet more than others, it's a pretty straightforward role. Training will be provided.

Jeremy T: How often do you meet?

Jeremy B: Approximately once a month for board meetings, and biweekly for committees. We mostly meet on Mondays. Time commitment is about 4-6 hours monthly. As a board member you are legally responsible to the café, so for example if we go bankrupt the board is legally responsible

Shylah: We have board insurance, so there's no personal risk

Leigh: It's more complicated than that, there are situations where board members are personally liable

Jeremy: But that almost certainly won't happen. Also confidentiality during closed-session meetings is mandatory. There are benefits to being on the board, including the CCR (Co-curricular record), free coffee from the café, WoMe discounts, etc.

Shylah: Also for the time requirements, it's a 2 year mandate and not a 1 year.

Devon: So do you have to sit through 2 years?

Shylah: The CSU is a special case.

Jeremy: Also if there is any issue of availability or what have you, resignation is always an option.

Candidate presentations

Jeremy: available seats are: 2 user members, 2 support members, 3 worker members, 3 professor members. We can start with worker members.

Jenna: I would like to nominate myself to be a board member as a Loyola representative. I've been a Hive member since I started my studies here. I'm very interested in seeing how the policy works for a cooperative, as well as food systems. I'd like to sit on the food committee of the board.

Charlotte: Hi, I would like to be the Mezz representative for the board. I was nominated by the previous AGM to sit on the board as a user member, so I am hoping to transition my seat to become a worker member. I would like to collaborate with the entire membership to further our goals as a café.

Roy: I've been a worker member since just the start of the semester, but I volunteered my time for 2 years at the Free lunch. I don't have any experience with boards or anything of that kind, but I would really like to get involved with the Hive to gain experience and help with the organization.

Jeremy: We can now move on to available user member seats

Marcus: I would like to occupy the position for student user member.

Jeremy T: I would like to nominate myself for the position of community user member. I've been involved in the Concordia community for a long time, I currently work for TRAC (Teaching and Research Assistants of Concordia). I would really like to work on the board as I have a great working relationship with many of the members and have a lot of experience to bring to the table.

Jeremy: We are now moving on to support members, one seat available.

Shylah: I would like to nominate myself for the support member/community

member seat. I used to be the free lunch coordinator, and moved into the kitchen coordinator position, which I held until January of 2017. I have been an interim board member since July. I helped to get the kitchen (which will hopefully come along one day) transition going, I helped with many other initiatives with the Hive. I currently work at a farm that produces food for the Hive, and we recently signed a contract that creates a direct relationship with the cooperative. I would like to strengthen those ties and work with the board.

Jeremy: We will now move on to professor nominations. Would anyone like to motivate now?

Shylah: I'm going to nominate a professor. Her name is Lynda Kay, she's on the Food committee, she's a professor in the journalism department, has been a prof for more than 25 years, and was as journalist. She brings a lot of PR experience, is very interested in the mission and admires the direction of the Hive.

Jeremy: As there are no more nominations, and there are no contested seats, we can vote in one simple motion.

Rowan: I move to omnibus the approval of the new board member.

Devon seconds.

Motion passes unanimously (Marcus, Charlotte, Jenna, Devon, Jeremy T, Roy, Shylah abstain)

13. Volunteer appreciations

Shylah: Alejandra was the receiver of the first gift, but she is unfortunately not here. She has contributed enormously to the organization and will be greatly missed.

Shylah: The other persons to receive gifts are Charlotte, Andrew, Jessica Cabana (absent), Colleen, and Jeremy Blinkhorn, Leigh, and Ben. Leigh passes out homemade bees. Some calls of appreciation occur.

14. Community announcements

Chloe: We'll be doing a callout for art for this upcoming exhibit. The theme is elements, showcasing the natural disasters.

Jeremy: FASA is having 3 grant writing workshops, come talk to me if you're interested.

Devon: Tomorrow at Loyola there is an animal welfare event at the Loyola Quad. It's from 11-2. You can learn about speciesm.

G: The 12th of October there will be an event commemorating the genocide of the indigenous people that began in 1492. Until the treaties are recognized there is no Canada, we are all settlers, immigrants, and colonizers. There is a protest on Saturday at the border that I would recommend you attend.

Every Monday there is Cinema Politica at 7:00PM at Concordia's H-110 theatre.

There is a great documentary: "Sacred Water, Great power" that will be this Monday, October 2nd. The director will be in attendance.

Jeremy Tessier: On October 15th there's a 15km march for a \$15/hour minimum wage.

15. Adjournment

Marcus: moves to adjourn

Jeremy T: seconds
Motion approves unanimously.

Hive Café Co-operative - AGM Attendance

Name	Member Number	E-mail	Name
1 L B Mendes			31
2 JEREMY TESSIER	011	jeremy.tessier@gmail.com	32
3 Nicolas Nadeau	003509	nicolas.nadeau@comfordia.ca	33
4 Camila Delgado	003934	CamilaDelgado@gmail.com	34
5 Leigh Huffman	4317	franchine@coferoupe@gmail.com	35
6 Sorrell Nieken	005358	Sorrell.oxalis@gmail.com	36
7 Rowan Gaudet	004401	rowan.gaudet@gmail.com	37
8 Derrellis Dinty	26579244	derrellis.dinty@protonmail.com	38
9 Ben Pann	29791634	ben.pann@gmail.com	39
10 Laura Mackenzie	881	lauramackenzie@gmail.com	40
11 Jeremy Blinkha	12		41
12 Andrew Alford		andrew.b.alford@gmail.com	42
13 Marcus Peters	045	marcus-peters@hotmail.com	43
14 Thomas David-Bashore	245	t.bashore@gmail.com	44
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16 Miles Brette-Dickson		miles.brette@gmail.com	46
17 Julia Maksymetz	411	juliamaksymetz@gmail.com	47
18 Charlotte Genest	004674	charlotte.genest@gmail.com	48
19 Chloé Williams	08	chloeawilliams	49
20 Colleen			50
21 Vivian		relation@pep	51
22 Shylah Wolfe	2898	shylah.wolfe@gmail.com	52
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