

Minutes -- Plainfield Co-op July 21, 2015

Present: Gail Falk, Joseph Gainza, Bob Fancher, and Karla Haas Moskowitz (All Board members except Art Chickering and Scott Harris)
Mike Peabody, Link, starting at 7 p.m.

For this meeting Karla served as facilitator and Gail took minutes

The Board went into executive session to discuss a personnel matter. The Executive Session ended at 7 p.m. No action was taken.

Consent Agenda: June Minutes were approved. B4 revision discussed at the June meeting was approved. Mike will make the change in the Policy Register, and Bob will post the revision on the website.

Committee Reports

- Building - Bob reported on a variety of projects in progress. Sometimes Kathleen cannot make as much progress as desired because of conflicts of daily tasks. Building Committee is considering and gathering cost estimates for upstairs windows and front entry area. When the estimates are final, they will bring them to the board for prior approval.
- Treasurer - No action on financial review. Bob questioned whether we should proceed. The Board was of the opinion that the financial audit should proceed. Financially, the numbers are right on budget. Figures for the first half of the year indicate that sales are close to flat, when inflation is taken into account. The rate of increase of the cost of goods and services has stayed below sales revenues (1.4% vs. 2.8%); wages are 8.2% above this time last year, but that was expected and provided for in the budget. We are still doing well: Bob summarized the situation as "business as usual." Currently \$26,600 in the restricted funds.
- Equity - A question had been referred to Equity Committee about whether a patronage refund letter should be sent to people with a minimal refund, given the cost of postage. The Committee decided that a letter should be sent to everyone, even people with minimal refunds. It is a way of reminding people about their membership and the option of getting a bigger refund by purchasing more, and sending a letter to the 100 or so people with minimal refunds is not a big expense.(\$50)
- Communications - Bram Tobin took photos for the new website. Still no photo of staff posted in the store. Community Center calendar will be posted and maintained on the website. The proposed monthly newsletter will be called "The Crunch." Karla has volunteered to design, edit and send it out. It will go to nonmembers who sign up to get it as well as members. The newsletter will

publicize specials and promotions. Kathleen is finishing work on a food cart that can go to local events, such as the Farmers Market, and perhaps to the Senior Center to publicize the Co-op. Joe and Karen Starr are meeting tomorrow with Rita Copeland, director of Twin Valley Senior Center, to discuss how the Co-op can best support the Senior Center.

Functioning of the Link. The Board approved an amendment to Policy D2 stating that “The Link will be selected by joint agreement of the Management Collective and the Board.” It was observed that the Link is in a difficult middle position, and it was agreed that, at our upcoming retreat, the Board and MC should discuss together how to make the position function better. Mike observed that he did not feel it was a difficult position, and that he thinks the Policies make it clear what the Link is supposed to do, and he just looks at the policies and bylaws when he is unsure.

Board Access to Membership List. In response to a request at a previous meeting, Mike said he will download the membership list (names and email addresses) and send it to the Board.

Summer board/staff retreat July 31

- Retreat will be Friday, July 31. Snacks will be available at 9:15 and people should arrive then so we can have a 9:30 start. Joseph will come early to start the window fans.
- **Topics: (1)** strategic plan (agree on purpose. and how we will proceed)); (2) Board - MC communications/relationship. Gail will check in with Andy Robinson to bring him up to date about recent concerns about the Link position.
- **Food:** Agreed to ask Dena Woodruff to cater. Mike will ask her. (*update 7/24 -- Dena will be on vacation and can't do it. Gail has emailed Andy Woogmaster to see if he can do it.*)

MC Monitoring

- **End 6 Build connections for a vibrant community.** In compliance.
- **B6 Staff Treatment and Compensation.** In compliance except for B6(3) (which says that the MC will not “Provide for inadequate ... security of personnel records.” In answer to a question from Karla, Mike said the the Personnel Records are in a drawer with other files which is unlocked all day long, and that many people have access to the files and to the key to the file. After discussion the Board found that this is not in compliance. Personnel records containing personal data, such as Social Security numbers and passport numbers, should be kept in a locked box or separate locked file cabinet that only people with a need for access can open.

Member request for refund of equity payment. A member is resigning and asking for a refund of equity payment. The Board authorized the MC to refund the member's equity payment and to remove the member's name from the membership list.

Board Monitoring -- C6 - Officers (5 min). Read the policy and concluded that we are acting consistent with the policy.

Next Board meeting: Tuesday, August 18, at 6:30. Kari Bradley will do a presentation at this meeting.