

Co-op Board Meeting Minutes
October 14 , 2015
6:30 pm at the Community Center

Present: Gail, Art, Scott, Bob, Karla, Dawn, Jeannine

Absent: Joseph

6:30 Consent Agenda: September Minutes

Approved by consent

6:35 Committee/Miscellaneous Reports

- **Building**

Kathleen was out for a month--so not much happened relating to Building
Still waiting for estimates for stairs; Kathleen is creating detailed drawings
Procured window for over the lunch table (was free because it was the wrong size)

- **Treasurer**

No report because 3rd quarter results are not in yet.

- **Communications/Newsletter**

First edition of Crunch went out.

Looking for new name instead of "the Crunch"-Lorraine, the new editor is doing great things and will be collecting proposals for the name.

Constant Contact reported 30% of the recipients opened the Crunch (this is more than 18% average) 22 came back as bad emails

Nov 1st the next edition will go out.

- **Harvest Dinner - Publicity, Volunteers**

Need more publicity. Mentioned in Crunch. Facebook. FPF. Will do a special Constant Contact email.

- **October 17 Co-op meeting**

Gail, Art, Dawn, Jeannine are going.

- **NCFAs meeting**

Joseph, Dawn, Jonna are going.

7:00 Link Report

- **B1 - Metric for timely payments to vendors**--moved to next month's meeting

- **Staff changes?**

Jonna is new Office Manager. Office Manager is responsible for a variety of administrative tasks. In office Tuesday-Friday.

Chloe is deli buyer (cheese, bread) and doing membership coordination

Three new staff hired (one sub) including a 16 year old. All doing well.

- **Other**-blurb on WGDR only mentioned Food Coop and not Community Center. Should we drop the "Community Center"? Feelings are that we should keep it -- Center is being used more (including Waldorf School at Goddard campus)

MC is happy with more people involved in the communication (new Link model).

7:20 Ideas for a fall Membership Event?

Film at Town Hall? Should we even have an event? Idea: Send out Save the Date postcard for Spring Annual meeting and not do a Fall event. Think of a great speaker about Food issues. Scott's Idea: check to see if Sandor Katz (fermentation guru) is available to speak.

7:30 Recruiting new Board members? (Ideas from list, terms of current members)

Board is down one. 7 is maximum, can run with 6. Gail, Joseph, and Scott have terms coming to an end. Term limits -- two three year terms. Board members looking over list of coop members to see if any were familiar and would be potentially interested to be on the board. Gail will create a chart of current board members and respective terms to review at the next meeting for board recruitment planning.

7:40 Strategic Planning - Next steps

The Strategic Planning team (6-7 people) is primarily responsible for setting up the structure to gather information needed for planning process. Others in the community the a spectrum of relevant expertise will be involved as the strategic planning process progresses.

MC ready to move forward and pick 2 people to serve on planning group (will finalize at next staff meeting)

Michael Billingsley is a member who is willing to serve.

2 board members--Gail is willing to serve, but will be gone a few weeks in January/February. Bob volunteered. Art has interest but thinks others have more history with the Co-op.. We will find out about Joseph's interest.

By next Board meeting, the Strategic Planning team will be formed and will have had its first meeting.

7:55 Develop Board Budget for 2016

Discussion:

\$3500 under Professional Fees was not used in 2015, so placed in 2016 budget for financial review. We should put in something for strategic planning facilitation.

What should the line item be for Board Retreat? \$500 was in 2015, what should go in 2016?

\$650 instead of \$800 in Training and Conferences.

\$200 for facilitating membership meetings

Bob will make adjustments and send out revised budget for approval.

8:10 MC Monitoring

B7, Communication to the Board

B8, Board Support

B9, Link Succession

Reports looked good. Timely and well done. In compliance.

8:20 Board Monitoring -- D1

Unity of Control

In compliance.

NEXT MEETING; Tuesday, November 17 at 6:30