

Co-op Board Agenda
September , 2015
6:30 pm at the Community Center

6:30 Consent Agenda: August Minutes

6:35 Committee Reports

Building: Still waiting on the results of floodplains, \$500 which will come from the restricted Capital fund, to draw plans for 2nd floor exit.

Treasurer: Follow up from August Report about the over budget in wages for July. Staff received a one time bonus that occurred in July. Keeping pace with this time last year. Financial Review, getting things set up. Treasure recommends that the board release funds from two reserve bank accounts and authorized the MC to close or reuse accounts for another purpose.

Communications/Newsletter: Old Home Days went well, cart looked great and is going to be used in other community events. "The Crunch" monthly newsletter is making progress. Hope to release in October for November sales.

Harvest Dinner: October 17th 4:00pm - 7:00pm. Looking for donations of food. Coop is donating \$50 a month to senior center, that will be in the form of food for this month. Need volunteers to help set up, Publicity needed.

Other: Gail is reaching out to potential board member.

Action: Board voted to release funds to MC from two reserve bank accounts and authorized the MC to close or reuse accounts for another purpose.

Board requested list of current member-owners from MC, The Links will work on this and get a list to the Board.

6:45 Selection of a Nonprofit for un-cashed patronage refund checks:

There is \$524.47 in un-cashed checks or register credits for patronage payments. It needs to go to a registered non-profit. Discussion about area non-profits. (Note. The actual amount may be a bit less if some register credits have been claimed before the donation is made.)

Action: Board voted to split funds between TwinValley Senior Center and Area Food Shelf.

6:50 Link Report, Follow up on communication to/from MC members about Link, Follow up on communication to/from MC members about Link, Link position going forward, and B1 - Metric for timely payments to vendors:

Team of 4 Links that would receive all the emails and communications from the board. Two of the Links show up to monthly meetings for four months and rotate in a staggered cycle. AB, BC, CD, DA, etc. Dawn and Jeanine are two of the four MC candidates. The MC is working on putting forward two more names. Discussion on elevation, responsibilities, and communication. The Links who are attending the meeting would be responsible for reviewing and understanding the monitoring reports, but the writing will be left up to staff who specialize in a certain area.

Board will send monitoring report questions to the Links. Monitoring report from August has been out of compliance since the beginning we have started with it, but it is the MC's own policy. MC is looking at going through all the B1 interpretations and adjusting accordingly to make sense and reflect current issues and concerns. Gail raised the issue of communication during the month. She used to meet with Mike in person about half way through the month before preparing the agenda. The Links said that the plan is for the Link who has been attending longest (A in the above example) to be the contact, to be followed by B when A is no longer an active Link, etc. Dawn will be the A link, and Jeannine will be the B Link.

Gail reviewed the Link Job Responsibilities document, and emphasized the importance of letting the Board know about issues that arise that may attract public notice or may be compliance issues: don't wait to tell us until the monitoring cycle comes around. The Board doesn't want to just hear that everything is fine: we want to be aware of problems, even though, most of the time, the Board will leave it to the MC to address problems.

Action: Board approved Dawn and Jeanine as 2 of the 4 Links. Board gave direction to MC to continue working on the B1 policy, and to bring us the revised metric for overdue vendor payments by the next meeting.

'MC Minutes:

16.x and 16.y Personal policies - The MC passed 16.x, and voted down 16.y. The MC called the State of Vermont and got clarification about policies, which helped to determine the vote. President will e-mail Board meeting minutes to the Links for circulation to the rest of the MC, and Links will send MC meeting minutes to the President for circulation to the Board. MC is looking into and addressing increased theft that is occurring in the coop. Phone situation is resolved, with new bases.

Staff changes: Anji and Petra are co-produce managers, and they both will be on the MC. A new Office Manager is also very close to being appointed too, which would also be part of the MC. This will bring the MC to 12 members. The MC is looking for a new Cheese buyer, and has hired a new weekend staffer. Chloe has also been appointed as Membership Coordinator, which is a new position. The Links will get the board a job description for this position.

Action: NFC Oct 24th Meeting Joseph willing to attend.

7:50 Committee on Board/MC Communication? Committee on Organizational Culture?
Postponed until further notice.

8:00 Strategic Planning - Next steps:

Start in-house to make an outline based on breakout sessions from last gathering. From there begin to start developing goals. Look at start to pulling together a six person team: 2 Board, 2 MC, and 2 member-owners. This committee would be charged with developing the questions and The board would like to have a Board member lead the committee. Links will bring this idea to the MC.

Actions: The board is currently not going to hire a consultant. The MC will choose two members to participate, and give input about members. Board members please reflect on who should participate, and report back for next meeting.

8:10 MC Monitoring: End 1 Health and Affordable:

MC reports compliance with this end, and the board accepts the report. The board is directing the MC to provide more data on this end for next report (e.g., percentage of whole foods, etc., using COPOS categories). The board has been working on the issue "what is healthy?" and would like this work reflected in the report, realizing that this is still a difficult topic with many definitions. Discussion had.

8:20 Board Monitoring -- C8 - Governance Investment:

This end was written with some grandiose ideals. The board reports compliance with the spirit of this end.

2c: It's been awhile since we have sought direct input from member-owners. The communications committee will look at this issue in more detail, at their next full group meeting. The board can improve on this as well.

*As a note with the hiring of the office manager there are 4 people new to the MC have not had Policy Governance training. Gail is willing to do a training. The Links will let her know if the MC wants this.

8:30 - Developing Board Budget for 2016:

Gail will put the budget on the agenda for next month's meeting. Be ready to discuss.

Action: Think of expenses that we might need to budget for next year. Graphic designs, trainings, facilitators, etc. Bob will email draft budget that he has started to work on.

Parking Lot for next month: Harvest Dinner, Board Budget.

Next Meeting set for Wednesday October 14, 2015

Meeting adjourned: 8:36

Dessert and chat

No dessert this time, I blame Karla, but still think she's a good person.