

**Co-op Board Agenda**  
**Tuesday, January 19 , 2016**  
**6:30 pm at the Community Center**

**6:30 Consent Agenda:** December Minutes - approved

**In attendance:** Joseph, Bob, Art, Lorraine (visitor), Scott, Dawn, Chloe, and Karen. Gail attending by remote connection.

**6:35 Committee/Miscellaneous Reports**

- **Building -- Flood plain issues, Fire marshall updates**
  - Get in a building permit before town meeting. Looking at a lot of different options. We are working on a parallel track regarding the zoning and the expansion. A member of the Vermont Agency for Natural Resources will be visiting to determine if the Co-op's elevation takes it out of the proposed floodplain, and we will be applying for a building permit so that we could be grandfathered if the town adopts the zone as proposed. options for expansion options for the coop lots of thoughts and possibilities but nothing solid yet. Still working with Fire Marshal to bring building up to code. The staircase from the back is still acceptable, and working to upgrade it.
- **Treasurer**
  - Waiting on year end results. Dawn is working with the accountant to clean up the numbers. Sales increased by 3.66%. The financial review is underway, that the board has requested. The report will hopefully be available by the Feb meeting, it's coming in on budget too.
- **Communications/Newsletter**
  - Looking for a publication date of March 15 and submission date of Feb 15, looking to expand advertising (thanking, promoting, and outreaching). New member brochure that looks great is out. The committee would like a preview for the annual meeting for the newsletter. Monthly newsletter went out. Gail said she would write this if the deadline can be extended until after our February Board meeting.
- **Strategic Planning**
  - Gail sent out minutes from the last meeting. They will be finalizing surveys that will go out to various people in the community (member more involved, building use, etc). Michael B. is researching how coops in the area are dealing with food insecurity. Talked about expansion to adjacent property, Gail will call the realtor to see price and availability. Hoping to have a table at town meeting, and looking for volunteers to station it, Bob will follow up with Linda (Plainfield), and Joseph is will to put together something for Marshfield.

### **6:55 MC Monitoring - B2 Planning and Budgeting, including 2016 budget**

Budgeting - Dawn will make amendments to the budget projections for membership communication and newsletter, and send that out. It is approx. \$800. Still waiting on the final numbers to make a decision for dividends. Concern expressed about the low number projected as 2016 profits. How does the MC decide who and how many people are on the collective? Management responsibilities, the MC revisits this looking at cost and functionality. The MC feels that there is a good decision making process. The links will ask Jeannine to submit a blurb about her thoughts on the margins in sales budget. After discussion, board accepted MC's FY16 Budget.

B2 – Business Planning and Financial Budgeting - Late but in compliance. We will look at rescheduling it for the future so that the needed information is more readily available.

Global -- on time and in compliance.

### **7:10 Parking for community center (Joseph's question)**

Is there a policy for community center rentals to not park in the spaces for the coop? Link responds that, yes, MC is reworking the rental agreement, so that parking is more prominently highlighted. It is already in the rental agreement that shoppers get priority for spaces close to the store. It is a long standing problem that the MC is working on. The MC is considering putting up a sign in the parking area about parking ONLY for shoppers If

### **7:20 Link Report**

**Update on security camera consideration** - No decision yet, and will keep board in the loop. Mirrors are going up for customer service.

**Update on second egress for cashier** - Still in discussion. The whole area needs to be looked at. Building committee is working on this as well.

**Other updates** - \$210 to Senior Center, and \$210 from Onion River food shelf from unclaimed dividend funds were sent. Some minor staff changes.

**Sales for FY15** - 1,114,370.38 3.66% increase from 2014 sales.

**Identifying staff** - A sign has gone up in the coffee area identifying staff and their areas of responsibility. Staff have name tags to wear and sometimes wear them.

**7:35 Board Recruiting** - Put something in the monthly section and in the newsletter, job description (Gail will write this). Keep thinking about and talking with potential people.

### **7:40 MC moratorium on new working members. Insurance question.**

MC felt having working members who weren't covered by liability insurance opened up the coop to a risk of liability. This came up after a working member fell, even though this issue had been identified at a Board meeting early in 2015. The MC decided to stop taking on any new working members without consulting the Board. The MC Board see this as a policy decision. (See bylaws). Jonna and Bob are looking into different types of insurance that is needed to provide limited coverage to working members. Since we should have this information in a month, the Board decided not to pursue the question

of whether we should stop accepting new working members.

Chole would like to build a system for working members., with a working member agreement that the member signs. Right now there is nothing -- just a verbal agreement.

**7:50 Emergency planning (Art's suggestion)** - Raising awareness about the potential for us having an extended power outage, and the importance of planning for it. (days, week, month, etc). Art recommended a book by Ted Kopple. Likely that people will turn to the Co-op in a time of emergency; we need to be ready. Put this out to the membership in newsletter and annual meeting, Chole will bring this back to the MC to plan for short outages.

**8:00 Board Monitoring - C Global Governance** - Postponed until Feb Meeting

**D Global Board-Management** - Postponed until Feb Meeting

**8:10 Review Management Collective Performance, and discuss evaluation (Links not present for this discussion)**

Went into executive session 8:16 came out of executive session at 8:53pm.

**8:55 Adjourn**