

## **Plainfield Co-op - Board Meeting Minutes - 9/27/2016**

### **Drafted by: Sarah Phillips**

Attendance: Bob Fancher, Gail Falk, Sarah Phillips, Joseph Gainza

Absent: Giordano Checchi

Links: Jeannine DeWald, Chloe Budnick

### **Check-in**

Potential New Board Members:

- Jean Hamilton, Gail will follow up
- Joe Astick, Sarah will follow up

Financial Review is complete:

- Bob is going to review, add some notes and then send to the Board

The board discussed the policy governance training last Saturday. All agreed that there were important conversations and good information shared, even though some of the presentation was also challenging. Gail shared the memo and follow up materials from Marilyn.

### **Strategic Conversation - How do we move this plan forward? (generally)**

The board discussed the challenges in implementing the strategic plan. Questions considered: Should we consider one person helping to coordinate the plan? What can we afford? It's an ambitious timeline – how do we create more time for ourselves? How is it coordinated? Who takes responsibility?

The board discussed some ways to slow down the timeline to make implementation more realistic. Gail and Bob will follow up and report back to the board.

Who is accountable for implementing the Strategic Plan?

Board has proposed:

We are all responsible for doing the work of the strategic plan. The Board proposes that the MC is accountable for implementation. The work happens in committees. The Board will monitor. The Board would like the MC to discuss this significant shift in roles. Any suggestions on how this would look moving forward are welcome.

The board proposes that the MC has the committees develop each committee charter according the strategic plan. The board will review the committee charters only to ensure that they don't deviate from the strategic plan.

Sarah volunteered to create a survey to present the Strategic Plan, solicit feedback, and ask for committee volunteers. Bob will send Sarah the co-ops survey monkey account information.

Board passed around the committee lists and added themselves. We discussed others that we may want to approach and think will be interested in specific committees.

The board reviewed the comments from the Strategic Plan forum.

Energy efficiency – yes, the board agreed that this is important to consider and to discuss as part of the building project.

The board discussed the need for ongoing communication of the strategic plan – in the store, on the website, in the newsletter, etc. The Communications Committee can support the MC in doing this work.

Gail is going to do a final review of the comments and shift language on accountability (if agreed by the MC). We will vote to approve the strategic plan at the October board meeting.

**Link Report:** (agenda shift, Chloe wasn't feeling well)

Liz Benjamin won the basket from the Old Home Day raffle.

New working member that is helping with maintenance, repair and improvement projects. Kathleen has said that she will be coming back (that's great!) Kathleen is able to support maintenance. The MC has improved their system for oversight of building maintenance and repairs. MC will share with the building committee.

Discount produce is now “free” at 7pm! “At the end of the day, take it away” – That will help keep it moving, which is needed.

The Community Center is being used regularly by multiple outside groups.

Expect quarterly financials soon. Work is started on the new budget. Bob offered to attend the MC finance committee meeting. Jeanine gladly accepted.

New members of the MC – Chris Carnes, Office Manager & Community Center; Matt Borg, Coffee Buying, Finance Committee

Still hiring for weekends and subs.

*Chloe exited the meeting (feel better Chloe!)*

**Consent Agenda:**

August minutes, B7 Monitoring Report, B8 Monitoring Report, B9 Monitoring Report

Brief Conversation – Is there a policy governance review committee? Yes, they are starting after the policy governance training. Board members include Sarah and Gail.

Joseph will provide suggested revisions to B5 Customer Safety, circulated before the October board meeting.

The board accepted the consent agenda.

**Financial Review:**

Bob provided a preliminary report on the financial review. He will send along the report with his comments. We will discuss in full in October.

**Board Recruitment**

What skills do we need now at the Board?

Marketing, connectedness, Secretary

It would be good to add three new board members this fall.

**Board Self-Monitoring: C5 – Directors’ Code of Conduct**

The board agrees that we are in compliance with the Directors’ Code of Conduct. The board discussed whether we need to have a conflict of interest disclosure form for new board members. We agreed at this time that we ask new board members to disclose (the Secretary records in the minutes), rather than create new recordkeeping.

**By-law change proposed (see board packet):**

Bob provided a summary. The main purpose is to allow email to be on par with postal mail for official correspondence, and then also to maintain an email address on file with the co-op (if desired). The board discussed small changes in the language to better communicate the intent of the proposed change.

**The Board entered Executive Session to Complete the Link Evaluation**

Gail will type of the board’s evaluation of the links and share with them at her next meeting with the Links. The board asks to review the MC evaluation of the links as part of the October meeting.

