

**Plainfield Co-op Board  
Special Meeting Agenda, cont.  
December 7, 2017  
6:00 pm at the Community Center**

**Present:** Giordano Checchi, Chris Jackson, Bob Fancher, Sarah Phillips, Jean Hamilton, and Alicia White

Jean Hamilton called the meeting in order to address interim management needs.

The meeting convened at 6.08pm. Jean shared that Margie may be planning to come to the meeting, after any executive session. The goals of the meeting are to bring the board up to speed with the current management situation.

Giordano asked to be read in on the decision to pursue the Roadmap process. The group discussed the past decision to use a 3 month planning process to decide on a long-term management structure, and reviewed the need to discuss interim management.

Entered Executive Session at 6.20pm.  
The Board exited Executive Session at 7.20.

Margie and Chloe joined the meeting.

Decision: The Board appointed Bob Fancher, Treasurer, as interim Financial Coordinator. Bob will draft a position description for review by the Board that will define the scope of this role.

The Board is considering appointing an interim manager for 10-15 hours per week to absorb executive level tasks – such as coordination, communication, task accountability, team support, and problem solving. Action: Board members will approach potential candidates for this role and then reconvene. The Board also wants feedback from the current MC on how this position would function in conjunction with the MC. The MC will continue to function. A draft scope of work needs to be created. The Board has set an goal to hire someone in this role within 2 weeks.

Decision: The Board declared a management collective hiring freeze, in other words, no new staff will join the management collective at this time. The Board expects the MC to hire for operations, including buying, office support, etc.

The Board is making these decisions in knowledge of the boundaries of policy governance. Given recent and impending departures on the management, as well as the current challenges around reporting and group accountability, the Board felt it important to make these decisions regarding management at the Co-op.

The Board shared these decisions with Margie and Chloe and asked for feedback. There was a lot of conversation about the role of an interim manager. In some ways, this position would be like the MC coordinator role that was initially envisioned. The Board emphasized this role would be interim only. There were questions and discussion on whether/how the MC would hire for new staff to support operations. The Board wants the MC to continue to hire for these operations positions and to set wages appropriately, without adding new staff to the MC.

Action: Bob is planning to attend tomorrow's MC meeting, and the Board asked that buyers be invited. Jean will send out an email communication about Bob's role tonight, and she will join the meeting at 11am to communicate and discuss other decisions of the Board.

Action: Giordanno and Chris are going to contact Jeanine and Chris about exit interviews. We discussed with Margie and Chloe whether they would like to conduct joint exit interviews. They did not feel that this was necessary.

The meeting ended at 8.15pm.