

Plainfield Co-op Board Special Meeting Minutes

May 7, 2018

6:30 pm at Community Center

Attendees: Sarah Phillips, Jean Hamilton, Pete Boyle, Alicia White, Giordano Checchi, Chris Jackson, Jay Hebert

Need for Special Meeting: Approve General Manager Hire, Discuss staff transitions
Called by: Jean Hamilton, President

Entered **Executive Session** to meet with the final candidate and discuss the hire of General Manager at 6:40pm.

Jay entered at 6:48pm.

The candidate left around 7:15pm. Executive Session continued to discuss internal job transitions.

Left Executive Session at 7:39pm.

- Update on recent staff communications & next steps.

Decision: The Board agreed to make an offer to the final candidate for General Manager. **Action:** Jean will draft a written offer based on the salary and benefits discussed. All will review and affirm by email before it is sent to candidate (reassigned to Giordano after mtg).

Employment letters (as part of transition and new job descriptions) were distributed last week. There were some follow up questions that were discussed and will be clarified with each respective staff member. The Board affirmed its decision to transition into the new wage structure without a hiring process or hire into range for existing staff members filling current positions.

Interim Management

There was a question about Jeanine's current duties and her desire to know when the Co-op will be able to transition her responsibilities to permanent staff. Jeanine's duties

will transition to the new General Manager. **Action:** Jean will communicate with Jeanine.

There was a discussion about possible interim managers considered by the Board at the last meeting. Chris had discussed with a few prospects. None were able/interested. If the new GM is able to begin in early June, there was consideration whether it was productive to consider someone unfamiliar to serve as interim in the next 4 weeks; generally it was agreed that this would be more disruptive than helpful. The board discussed whether any current Board member could serve in this role. Jean agreed that she was able to. The Board discussed how Jean could make herself available to staff, communication needs, and how this interim responsibility might be received by staff. There was general agreement that Jean had been supporting Buzz significantly as interim and was best suited to continue in this role. **Decision:** Jean will step off the Board and serve as an unpaid interim manager until the General Manager is hired. Giordano will be acting President. **Action:** Giordano will send out notice to staff.

Board Officers – Appointing/affirming Board officers was postponed until the regular May meeting.

We took a Board Photo for the website!

Other Business

Building improvements

Jean attended the last building committee meeting. The Building Committee, with Kathleen as Maintenance Coordinator, is moving forward with building projects based on the Board approved budget. Expanding office space and improving the produce counter are priorities for the building committee.

Annual Meeting recap

All agreed that it was a great meeting. There was discussion about ways to increase member attendance. Chris reminded the Board that an outside facilitator can be a good addition in the future. Minutes will be reviewed/approved at a future meeting.

Staff celebration/training

The Board discussed whether work to develop a community contract could be a helpful activity for all staff. The Board also discussed hosting a staff celebration and whether these two goals could be combined. Does the Board want to host a dinner for staff

again like last year? The goal of a staff dinner or staff celebration last year was a way for the Board to show appreciation to the staff and to cultivate relationships, communication and trust. **Action:** Jean will put together a preliminary plan for a staff event for the Board to review at the May meeting. Board members will form a small planning group.

Does the Board want to organize an member-owner/staff event to introduce our new General Manager? **Action:** Sarah will organize a booth at the Farmer's Market in June for the Co-op, and use this also as a way to introduce the new GM to member-owners/the community.

Market Research –

Debbie (marketing consultant) will visit the Co-op on May 18th. Interested? Email Jean for more info.

Personnel Policies

Sarah reviewed all proposed revisions and discussed feedback provided by staff. There was an understanding that additional revisions can be made on the personnel policies at a future date.

Jean left the meeting.

The Board discussed changing the definition of "Sub" to refer to any staff (from staff member with > 8hrs/week). The Board left the threshold for paid time off, leave, etc and for employees with >8 hrs. The actual practice of staff discounts for Subs has not been monitored and is perhaps more complex than necessary. The Board discussed a simplifying this policy to a flat monthly rate. The Board also discussed the definition of family used in the articles/appendix on "leave" and agreed to stay with the legal definition of family that is currently in the policies. The Board also agreed that the organizational chart is not necessary at this time.

Decision: The Board approved the personnel policies as presented, with minor policy revisions discussed. **Action:** Sarah will forward a final copy to the Board and Jean to distribute to staff.

Next Meeting (regular May meeting rescheduled due to Memorial Day) on June 4th.