

Plainfield Co-op Board Agenda
MONDAY MAY 22, 2017
6:00 pm at the Community Center

In attendance: Bob Fancher, Jean Hamilton (acting chair), Sarah Phillips, Alicia White, Chris Jackson; Pete Coleman entered during “transition plan” discussion

Absent: Giordano Checchi

Links: Chloe, Nancy, Jeanine joined for B1 report.

Check-in & Share your talents and what you enjoy doing

Each person present shared a little bit about their areas of expertise, skills or knowledge.

Action: Take Photo at the Next Meeting

Selection of officers

The Board reviewed C6 Policy, Officers.

Decision - Officers were selected:

President: Jean Hamilton
Vice President: Giordano Checchi
Secretary: Sarah Phillips
Treasurer: Bob Fancher

Alicia is willing to transition into a Secretary role this year; she will start by working with Bob and Chris on the recordkeeping project. We will revisit officers later in the year.

Committee Updates

Expansion Finance

- This committee is putting out a Request for Qualifications soon to understand the interest of potential consultants on the feasibility assessment. The committee continues to research possibilities for the community center becoming a nonprofit and is meeting with community center champions this month to discuss.

Treasurer Report

- April numbers continue to look positive – the turnaround is clear and now the key is to keep in that direction. The financial statements are coming out monthly. **Action:** Bob will continue to send to the President (Jean) to share as part of the board packet, and will include the review sheets

Outreach and Marketing

- Chris agreed to review the strategic plan and discuss with past committee members. He will work to re-engage committee members.

Building Committee

- Nancy is talking with Donnie and Allen about shifting committee chair responsibilities.

Transition Plan

The board confirmed board membership on committees; MC members also listed below:

- Building Committee – Pete; MC – Nancy (will switch to Kathleen)
- Building Expansion Committee – Giordanno; MC - Nancy
- Marketing & Outreach Committee – Chris, Bob; MC – Karen, Matt
 - Newsletter Committee – Jean
- Expansion Finance Committee – Sarah, Jean, Bob; MC – none at this time
- Membership – none at this time; MC – Chloe
- Policy Register – Sarah; MC – (look at minutes)
- Food Justice – Alicia; MC goal to convene in June/July - Anji

There are other very important non-board and non-MC members of these committees (thank goodness!)

Action: All committees should be taking minutes (even very simple!) and sending to the Board President to include in Board Packets.

Board Training Plan: MC Listening session

- Policy Governance

The board discussed the need for a “crash course” (3-4 hours) very soon, with the goal for a formal training with an outside facilitator this fall. Gail agreed to facilitate a crash course for free. MC will be invited. **Jean** will send out some dates and work to schedule.

- Strategic Plan Discussion & MC Listening session

Action: These items were postponed to next meeting.

Board Monitoring - B1 Financial Condition

Links provided a Financial Review – The Board asked about ***B.1.8 The MC shall not allow late payment of contracts, payroll, loans, or other financial obligations.*** The Co-op continues to struggle to make payments to vendors on time. In Q1, about two thirds of A/P were not current; 18% were ≥ 15 days past due. The MC prioritize payments to smaller vendors. The line of credit made improvements recently, and the recent profit increase will also lead to improvements. The MC is going to look at whether sending invoices 2x/week is feasible or would lead to measurable improvements, and will look at whether some vendors would be willing to extend payment terms for those vendors who are Net 7.

B.1.2 The MC shall not allow sales to generate an inadequate net income. This section is also out of compliance.

The Board discussed the continued work that the MC is doing as reflected in the compliance report. April continued positively. The Board agreed that there are positive trends in COGS and improved sales. There are still concerns about net profitability. The Board would like to hear

from the MC what they think is driving the positive trends. Jeanine reported that the strong produce management helps.

Decision: The Board accepted the B1 Report as presented, including the plan for compliance.

Link Report

E-sales flyer status – The group working on this has not convened again. Folks agreed that this does not generally need a board discussion. The Marketing & Outreach Committee should be kept abreast of the work to reinvigorate the e-sales flyer, which all agreed was important.

Reaction/feedback from MC Evaluation – The MC reviewed the report and agreed that improvements could be made in the timeliness of reports. Improved recordkeeping will help.

There was some discussion about the Board's offer to support the MC in its self-evaluation/leadership evaluation process. What would a policy look like around this? Is a policy what we need? How is this different/the same as current Board monitoring of MC compliance with policies? It was discussed that this is a great topic for an MC listening session (**Action**).

Outside store sign – The MC spoke with the Zoning Administrator, who suggested that we make a proposal to be reviewed.

Floor Painting – The project to paint the floor on Memorial Day is moving forward.

Action: Policy review committee should look at the polic(ies) related to the use of the capital fund. The floor project will not be expensed as a capital cost.

Reorganization MC group is meeting this week, and the Links will provide an update at the next meeting.

The MC has requested that the Board revisit the Co-op's mission. Also, the articles of incorporation are out of date. **Action:** The Board will discuss the mission at a meeting this summer.

Board Monitoring - End 2 Local Producers

Decision: The Board accepted. **Action:** Board asked that future reports include a comparison over time (past years). The Board really appreciated the excellent report – and applauds the MC in their work to source products locally and regionally. Well done!

Request to Endorse the Healthy Kids Meals Bill

The Board reviewed Policy C9 on Endorsements. The Board needs to know whether the person who proposed endorsement is a Co-op Member. **Action:** Bob will look into who proposed the endorsement (member or no?), and the board can re-review at the next meeting.

Consent Agenda: April minutes

Decision: The consent agenda was approved.

Staff Appreciation event planning

Actions: Jean will send out the invitation. Sarah, Pete, Jean and Chris are working on gifts. Jean will resend the details – who, what, when, where, why. Pete is looking at music option.

The meeting adjourned on time.