

**Plainfield Co-op Board Special Meeting Minutes**  
**October 19, 2017**  
**6:00 pm at the Community Center**

**Need for Special Meeting:** Potential Restructure of the Management Collective

Called by: Jean Hamilton, President

Attendees: Sarah Phillips, Jean Hamilton, Bob Fancher, Chris Jackson, Pete Coleman

Absent: Alicia White, Giordano Checchi

**Approve Minutes**

10/1/17 - Special Meeting

10/9/17 - Special Meeting

**Decision:** The Board approved the minutes from 10/1/17 and 10/9/17. There was no discussion.

**Review Executive Session Policy**

The Board read and reviewed the policy on invoking executive session and discussed a shared desire to balance openness and transparency with being respectful of privacy in personnel matters. The Board agreed to continue to reflect on the use of executive session, and also agreed that it's use of executive session thus far has been appropriate.

The Board entered **Executive Session** at 6:24pm to further discuss surveys and interviews with MC members. Board left Executive Session at 6:40pm. The Board did not make any decisions.

**Review Recommendations to MC on Restructure Process**

The Board discussed the "Roadmap" draft. There was conversation about who would participate and how many members were need for a small group or "task force". The Board discussed whether the Task Force should include MC members and/or Board members. It was agreed that an equal membership of 2 from each group would be most helpful. The Board discussed whether the MC needed support in self-selected 2 MC members to participate and it was agreed that the MC could designate it's representatives. The Board also discussed the work of the task force to shepherd the process and deliver on each piece of the Roadmap, but the work itself would require significant input and discussion of all MC and Board members. There could be meetings where all members of the Board and/or MC were invited to participate. There was also discussion about delegating work to MC/Board members who were not on the Task Force, and potentially working with a consultant or external members to support one or more pieces of the work. There was also discussion about the need to ability to identify issues during the process that were important and needed action, but would not be addressed fully by the scope of the Task Force to assess and make recommendations on management structure.

The Board refined the goal and reviewed the draft Roadmap. There was discussion about whether further refinement was needed, and it was decided that the task force could actually further refine the Roadmap. There was discussion about what timeline fit the needs of the Co-op and was realistic/achievable.

**Actions:** Sarah will send the revised Roadmap to the full Board for a final review. Jean will send the Roadmap to the MC for Review.

Sarah and Pete agreed to participate as Board members in the Task Force.

**Discussion on EAP was postponed, as Alicia was not able to attend.**

The Board agreed to convene it's normal Board Meeting in order to carry on with its regular work. **Action:** Jean will review the September agenda and schedule October items to set and post an October Regular Meeting agenda.