

Plainfield Co-op Board Meeting Minutes

Sep 24 2018, 6:15 pm
in the Community Center

Present: Sarah Phillips, Pete Boyle, Jean Hamilton, Chris Jackson

Absent: Jay Hebert, Giordano Checchi

Staff: Rosemond, Kevin, Margie

The meeting started at 6.23pm

Check In - select facilitator

Pete has an industrial 4 top stove/oven that is looking for a home.
Sarah is (hopefully) closing on a house in Marshfield at the end of October.
Annie's mother passed away.

Manager's update from Kevin

Chloe was on vacation for a couple weeks. Kevin covered buying for her departments. Stephanie (receiver) is on vacation. Laura is on leave until December. Chloe, Kevin and Jezebel are covering. There are some other transitions happening with personnel as staff go back to school, etc.

Chris Thompson was hired as a Maintenance Coordinator and starts soon.

There is some clean out and organizing going on.

Labor day work project put the handwash sink together, with new shelving. Plumber comes in the next week and will do hook ups, and some plumbing fixes, also.

All staff now have scheduled hours. That's a shift in how managers have been expected to manage time.

Action: Kevin is still planning to set up a policy governance training for managers/staff.

Action: Kevin is still planning to set up a regular meeting with Naomi. Jean will follow-up also.

Monitoring

Action: Jean and Kevin will meet in the next couple weeks to review monitoring reports.

Part D - Membership Policies

Membership policies were reviewed recently (end of August). **Decision:** The Board agreed that these policies reflect our current practices and that we are in compliance with the Membership Policies.

F5 - Staff Treatment and Compensation – postponed to October. **Decision:** The group agreed to review F5 written report from Kevin at the October board meeting.

Brief Committee Updates

Treasurer's Report - [Financial Update](#) and

Kevin:

August was not a strong month. This is a regular annual trend. There were some expenses that were approved as being paid for by CapEx (e.g., sink).

Beer and Wine sales are up significantly.

There's been some attention on improving produce – looking at COPOS errors on spoilage, spoilage targets, how produce is expended.

Professional fees, still includes some Market Study expenses, which does mitigate the YTD net loss, which is still significant.

There was some discussion over the increasing expenditures on Staff/Member discounts. There have been some increase in expenditures due to a policy shift. There was a recognition that the interim management/board made this decision, without the anticipated financial impact. The Board supports Kevin to discuss with management/staff how to deal with this added expense (keep or adjust policy). Pete and other Board members shared possible ideas on how to provide this benefit to staff in a way that also allows for costs to be managed.

Action: Financial Statements and CapEx – Jean, Kevin, Naomi and Giordano will discuss how these expenditures are reflected in the financial statements. (item carried forward from last meeting).

Action: Jean will follow-up with Giordano on Board Budget Development

Expansion Finance - Marketing Study Presentation 10/1 5:30 - 7:00 pm

Action: Jean will work with Rosemond and Kevin on facebook post, poster, FPF, etc. invitations.

Newsletter – Still remains a really great, important part of Co-op communication! Jean mentioned ways to increase the way that Staff/Management used the Newsletter to communicate about store information to membership. Thank you, Jean, for writing for the newsletter!

Building Committee – Chris is planning to attend building committee meetings. See update about work day in Kevin's report.

Membership – This committee is not meeting recently. The Board discussed whether the Co-op might host a community meal. **Decision:** It was agreed that after December can work for the Board to host.

Action: Jean will contact Michael.

Other Business

- **Update on Board Development discussions**

Action: Chris will follow up with Ryan C

Action: Jay will follow up Malloys.

Action: Sarah will follow up with Bram.

- **GM performance Review process**

Sarah drafted questions for a staff/management survey and will send to Board and Kevin for review/feedback.

Action: Sarah will draft a few survey questions and send to Board members and Kevin for suggestions/edits. Sarah will work with Rosemond to distribute to staff.

BDS Israel Boycott Discussion

2 comments were received and reviewed by Board members.

There was consideration about whether we look at how other co-ops are looking at this issue, including co-ops that have signed onto BDS and not signed on to BDS.

The Board discussed the desire to continue cultivate conversations and dialogue amongst the membership – as this is a good role for the Co-op in particular.

The Board discussed that it's critical that the Co-op make known the country of origin and takes seriously educating members about a variety of issues to help Co-op members and shoppers make choices.

Decision: The Board decided not to take action at this time, but wants to encourage continued conversation and action by members on issues like these.

Action: Jean will draft a letter and send to the Board for feedback.

Consent Agenda was approved (August Minutes).