

The General Meeting Minutes of the
Common Ground Food Co-op Board
Urbana-Champaign
July 9, 2007

This meeting of the CGFC Board was held in the Illinois Disciples Foundation on Monday, July 9, 2007 at 5:30 PM.

Board members present: Lisa Bralts-Kelly, Katrina Bromann, Clint Popetz, Richard Antisdell, Tim McHenry.

I. Agenda Amendments (5 min)

Clint opened the meeting by passing out and outlining the agenda. No amendments were made.

II. Approval of Minutes (5 min)

Clint will re-send last month's minutes so that the Board can approve them over email.

III. A note on discounts (5 min)

The Board is currently getting an automatic 15% discount, but this is not in the bylaws. Discounts are GM domain, so Board members should negotiate with Jacqueline to get the proper discount.

IV. Report from GM Liaison (15 min)

Clint and Ben have met with Jacqueline twice, and in Ben's absence Clint went over outcome of those meetings:

- *Jacqueline desires a structured monitoring system in which she is required to do reports
- *She will meet once every two weeks with Clint and Ben
- *She is guardedly excited and hopeful if sales stay strong and if we can get a loan—but there is no guarantee
- *A note on equity—it needs to be raised for two main reasons: in order to help fund the relocation, and because we are way below the average equity requirement level for today's co-ops and we haven't raised equity levels in ages
- *Jacqueline requested board support in member loan program—not to run the program, but to support/educate membership with regards to member loans

V. Report from Clint's trip to CCMA (20 min)

Clint moved on to talk about what he learned at CCMA. He had a great time and came back with a treasure trove of information. He will post more information to the Wiki.

*Clint found out that a lot of co-ops use a board calendar that is prepared a year in advance. This calendar contains a structure of an agenda for each meeting, including policies to be monitored, which helps to frame meetings and show what needs to get done when

*He also came back with some insight on relocations after talking with other co-ops who have made the big move. Notably, relocations take 5 years: 2 years for visioning, 3 years for site location and moving. Thus we are not abnormal- some other co-ops even had same setbacks we had and still succeeded

*The main role of board in relocation should be maintaining a link with membership. We're going to need to work to ensure consistency of management and board through the first two years after the relocation

*For Board visibility: Go where the members are! One suggestion would be to place a Board member in the store for x hours per week wearing a big Board Member pin and simply being available to chat and answer questions

*The Board began to consider making the monthly meeting longer; most other co-op Boards meet at least 2 or 3 hours per month

*The board discussed advertising (even going from none to a little can do wonders) and promoting the point of our Co-op (to think like owners, act like owners, and become driven to make CGFC a success)

VI. Revisiting goals, assigning tasks (35 min)

We did a quick recap of the roles assigned at a previous meeting:

Tim = board development

Katrina = secretary

Clint = board chair and GM liaison

Lisa = member liaison

Richard and Ben = back-ups

Each Board member should devise and assign tasks under their particular role. For this meeting, Clint came up with the tasks, and they were assigned as follows:

Lisa will work on the time-line for Board elections, the time-line for a strategic visioning process, a blog entry on why growth is important (**due August 3**), and a policy-monitoring calendar. The first meeting for the strategic visioning process will take place some time in January.

Tim will work on a document for the staff about how to run Board elections from start to finish and write a blog entry on what boards do (**due July 20**).

Katrina will act as gatekeeper of the blog by reminding Board members when their entry is due and editing when necessary. Any spontaneous blog entries may be posted by any Board member and do not have to go through Katrina. Katrina will send out the meeting minutes to the Board by the end of the week following the Monday meeting. The Board has 48 hours to make amendments to the meetings. After that time, Katrina will post the minutes to the blog and send out a link to the blog in an email to the membership. She will also put a hard copy of the minutes in a three-ring binder to be housed in the store.

Richard will work on the first draft of an internal board handbook, write a blog entry on why membership matters (**due July 27**), and coordinate the GMM planning, thinking about food, themes, decorations, someone to take notes, someone to facilitate, having a speaker, etc.

Clint will write a blog entry on CCMA (**due July 13**) and work on the policy-monitoring calendar with Lisa.

Ben will work on development of policy reporting format guidelines. Clint will talk to Ben when he gets back about taking over the role of GM liaison

In two weeks there will be a task check-up over email.

Other: Clint brought two booklets, which will be passed around and read by the Board members. Richard took Financial Management and Katrina took Expansions and Relocations.

VII. Board fun planning

Lastly, the fun stuff! Henceforth, Board meetings are potlucks, so bring food! **Monday, August 20th at 7 PM the Board is going bowling.** Clint will figure out the name and location of the bowling alley. Future Board outings will be open to the membership.

The Next GMM will be held on Sunday, September 30th. This would put the next one in early April.

The next scheduled CGFC Board meeting will be held August 13, 2007 at 5:30 at the IDF.

Respectfully submitted,

Katrina A. Bromann
Common Ground Food Co-op Secretary