

Common Ground Food Co-op
 Board Meeting Minutes
 May 9, 2016
 6:15 pm to 8:15 pm
 Lincoln Square Conference Center, Room 154D

Present: Jodi Anderson, Magdalena Casper-Shipp, Charles Delman, Megan Gillette, Margaret Johnstone, Martha Mills, Todd Sweet, Colleen Wagner, Julie Zilles

Absent: none

Others Present: Satina Braswell, General Manager; Phyllis Bruno, Finance Manager; Michael Pennington, Owner; Jeffrey Chandler, Minute Taker

Proceedings	
Meeting called to order	At 6:15 pm by Julie Zilles
1. Preliminaries	<p>A. Guests/Owners Satina Braswell (General Manager) Phyllis Bruno (Finance Manager) Michael Pennington (Owner)</p> <p>B. Public Comment None</p> <p>C. Agenda Amendments Julie Zilles noted the EI B1 report was submitted shortly before the meeting, so there will be discussion but the vote to accept may be delayed to allow for full review. She also noted there will be a discussion and vote on whether to review the Ends during Board Study.</p>
2. Board Study	<p>Ends Report Julie explained this review was delayed from the April meeting to allow for the presentation from Michelle Schry from NCG. She detailed the discussion should be informal about the Ends report provided prior to the meeting followed by discussion regarding whether a review of the Ends should be performed this year. She encouraged discussion to focus on three points: -Does the report show progress towards current Ends? -Does the report provide useful measurements the board likes? -Are the measurement accurate and efficient? Charles Delman noted some measurements</p>

are shown in dollars while other are only percentages, and some have both. Satina Braswell says a more consistent presentation is possible. Charles also noted the growth of the Food For All program. Satina reviewed some of the growth factors, and also notes at the rate the program is growing the expense will also grow moving forward which may need to be reviewed.

Todd Sweet inquired about the process of determining where donations are given through the program. Satina described the process and also noted a review of the process is underway as requests for donations are steadily growing. Todd and Julie both asked about the difference in what is being measured by category and how that is shown in comparison to previous years. There is discussion about the usefulness of the comparison if different data is being used to determine the outcome. The gap in comparable data is discussed and Satina also notes it is a way to show how the new data collection guidelines affect the Ends reporting.

Julie asked the staff present if they feel the work they put in to the Ends report is justified based on the value of the data. Satina and Phyllis both explained there are some metrics that require a lot of research and time. A review of the data needed may reduce the workload going forward, but overall they feel the value warrants the work. There was discussion about the staff reaction to the report, in regards to motivation and enthusiasm to improve in specific areas based on the metrics. Satina said that there were many staff members who discovered room for improvement and had ideas right away. Satina noted her desire to utilize the report in marketing and advertising.

Charles started a discussion regarding advocacy for other co-ops and additional lobbying topics. There was discussion about the mix of requests for the co-op to both be

	<p>more politically active and conversely to remain politically neutral. Satina presented that the recent survey showed low interest from those who participated in putting more effort into “cooperation amongst cooperatives”.</p> <p>The discussion then segued into a more in depth discussion about whether the current Ends are still relevant now and if they need review. Colleen Wagner began the discussion by referencing the P6 (Principle 6), which are guidelines co-ops follow to allow for a better cooperation amongst co-operatives. Magdalena Casper-Shipp added the specific End regarding support of other co-operative organizations and movements is fundamentally important and instead of discussing if the End should remain maybe the focus on this End should be on education and information to foster greater interest. In light of the presentation from NCG last month Charles also noted that cooperation is going to be necessary to remain competitive in the changing market.</p> <p>Charles also noted the importance of determining how the owners will be involved in the discussion of the Ends. Julie assured the process would include the owners if the board decides to review them this year. There was additional discussion regarding the other large projects currently in progress, namely the second store opening and the democracy project. Magdalena notes the democracy project will also assist in creating more owner interest and participation which would be vital for the Ends review. There was general agreement that the Ends as they stand are still relevant and important.</p> <p>Action Taken The board unanimously approves the Ends as they stand and determines a review is not necessary this year.</p>
<p>3. Consent Agenda</p>	<p>A. Public Minutes from April Meeting</p>

	<p>B. Private Minutes from April Meeting C. GM Operational Update (MORe)</p> <p>Action Taken The board unanimously approved the Consent Agenda.</p>
<p>4. Audit Report</p>	<p>Julie reported that she and Magdalena had a conference call with Wegner’s for a fuller review of the audit, but they will currently have a conference call with the auditors for an overall review. Elizabeth and Brian from Wegner’s conference called into the meeting. They presented points of interest in the audit as presented in the report previously provided to the board. They also noted very few errors and issues for a first audit, which is not normal and Phyllis is to be commended. The board did not have any questions for the auditors and the conference call concluded. Julie and the board congratulated and thanked Phyllis and the staff for their hard work.</p>
<p>5. GM Monitoring</p>	<p>A. EL B1 Financials Q1 The report was discussed briefly. There was discussion about how the reporting of quarterly metrics can be compared when compliance is based on an annual growth percentage. Numerous different methods of reporting were discussed, including quarter vs. quarter reporting, rolling 12-month reporting and reporting based on quarterly budget. Julie noted the manner of reporting is up to Satina and the board would then decide if the report was reasonable or unreasonable.</p> <p>Action Taken Later in the meeting the board officially voted to postpone determination of compliance to the June meeting due to lack of time to review the report.</p>
<p>6. Public Expansion Update</p>	<p>Satina reported that she has an upcoming meeting with the DC (Development Cooperative) regarding their consultation. She also mentioned she is working with</p>

	<p>Michelle from NCG on second store staffing. Julie informed the board the decision to hire the DC for consultation is ultimately Satina's, however, she would like to allow for questions from the board and ultimately to make an official statement of support for Satina's decision if the board agrees. Julie and Satina both detail the differences in the current scenario in comparison to the state of the second location project when the DC originally proposed their consultation. Satina added that if the project does not go to fruition the only financial obligation will be for services rendered not the entire consultation proposal. Michael Pennington added that he is currently working with the DC on his store project and highly recommends their consultation.</p> <p>Action Taken The board unanimously voted to support Satina's decision to hire the DC for consultation.</p>
<p>7. Committee Reports</p>	<p>Julie delayed the committee reports until the June meeting due to time.</p> <p>A. Board Development Committee</p> <p>B. Outreach Committee Colleen Wagner briefly requested volunteers to email her to fill the empty 'coffee with a board member' slot for June.</p> <p>C. Policy Committee</p>
<p>EXECUTIVE SESSIONS OPENS</p>	
<p>8. GM Compensation</p>	<p>The GM Compensation working group supplied the RFP (Request for Proposal) prior to the meeting. Discussion by the full board followed.</p>
<p>EXECUTIVE SESSIONS CLOSSES</p>	
<p>8. GM Compensation (Continued)</p>	<p>Action Taken The board unanimously accepted the RFP as amended.</p>

9. Democracy Project	Julie deferred this discussion to the June meeting due to time.
10. Closing	A. Next meeting, June 13, 2016 B. Outreach calendar assignments C. Other tasks and assignments D. Go around for comments
Meeting Adjourned	At 8:23 pm by Julie Zilles