

Common Ground Food Co-op
 Board Meeting Minutes
 April 10, 2017
 6:15 pm to 8:15 pm
 Urbana Civic Center, Urbana Illinois

Present: Magdalena Casper-Shipp, Charles Delman, Tom Howley, Margaret Johnstone, Marissa Stewart, Ted Veselsky, Kristin Walters, Julie Zilles

Absent: None

Others Present: Phyllis Bruno, Finance Manager
 Michael Braswell, owner
 Max Kummerow, owner
 Jeffrey Chandler, Minute Taker

Proceedings	
Meeting called to order	At 6:17 pm by Julie Zilles
1. Preliminaries	<p>A. Guests/Owners Phyllis Bruno, Finance Manager Michael Braswell, owner Max Kummerow, owner Jeffrey Chandler, Minute Taker</p> <p>B. Public Comment</p> <ul style="list-style-type: none"> • Michael Braswell commented on recent social media posts and comments in relation to his wife, Satina Braswell, but not on her behalf. • Max Kummerow noted he was there to observe. <p>C. Agenda Amendments Items 2b, 3b, 3c, 4b and 7a removed as reports not received with in time for review.</p> <p>Action Taken The board unanimously accepted the amendments to the agenda.</p>
2. Board Study	<p>Plan to return to compliance – EL B1 Report Julie Zilles advised Satina Braswell had submitted a portion of the report regarding causes for non-compliance. Julie also reported that the Financial Working Group met and then provided guidelines to Satina.</p>

	<p>The guidelines were also reviewed, noting more extensive detail required. There was discussion about the amount and format of the information, noting it could be edited or formatted to draw attention to major points. When asked, Phyllis Bruno noted Satina would not be in attendance tonight but that Satina requested she be here for questions. Julie solicited further feedback on format and amount of information by basecamp or email if preferred.</p> <p>The discussion shifted to specific information submitted in the report as opposed to the report format or new guidelines. Topics included departmental concerns, staffing, and central corridor comparisons.</p>
<p>3. Consent Agenda</p>	<p>A. Public Minutes from March Meeting B. Resignation of John Orawiec</p> <p>Action Taken The board unanimously approved the consent agenda.</p>
<p>4. GM Monitoring</p>	<p>A. EL B1 Financial Conditions Julie noted the majority of this discussion happened in Board Study. However the report was not full so the board discussed when to schedule, as well as, when to reschedule the Ends Report.</p> <p>Action Taken The board unanimously voted to move the EL B1 Report to be reviewed in May 2017 with the Quarterly Report and the Ends Report to be review in June 2017 for this year only.</p>
<p>5. Board Monitoring</p>	<p>A. BP C1 Governing Style No comments</p> <p>B. BP C5 Code of Conduct In accordance with the conflict of interest policy Magdalena Casper-Shipp noted she is now the President of the Running Club who may solicit the Co-op for advertisements, and Kristin Walters noted Satina is working with her on First Fridays but not in a co-op</p>

	<p>capacity.</p> <p>Action Taken The board unanimously found themselves in compliance with both reports.</p>
<p>6. Committee Updates</p>	<p>A. Board Development Committee Magdalena confirmed Julie and Charles Delman will be attending CCMA this year. Phyllis noted she will be there to serve on a panel as well. Magdalena also noted she and Margaret Johnstone met to discuss the previous Election cycle and will present to the board in the future when time allows.</p> <p>B. Owner Outreach Committee Marissa Stewart noted her appreciation for all Board members being present at the FinMOO, and attendance of owners as well. Julie commended the committee on planning and turnout. Julie also noted a recap of the FinMOO will be made public by the end of April and will be up for review on basecamp before publication.</p> <p>C. Policy Committee Charles reported the committee has a lengthy meeting with Satina regarding the staff treatment policies. He reviewed their discussion points and committee recommendations to make written policy clearer and more complete. Julie noted the recommendations for the personnel policies are suggestions for Satina, as the board does not dictate those policies. A review of the board policy regarding staff treatment is upcoming. There was a review of policy governance and safe conversations for newer board members.</p> <p>D. Democracy Project Working Group Julie reported the committee is working on reviewing input for the FinMOO, and also how to solicit input from owners not present at the FinMOO.</p> <p>E. Financial Working Group</p>

	<p>Julie reported most of this report was covered in board study. She also noted the committee has been working on some financial education and met with Michelle Schry of NCG. Julie added Michelle advised the trend the central corridor is experiencing is mirroring what happened on the west coast in past years.</p>
<p>7. Board Admin</p>	<p>A. Staff Survey It was noted in the past the Co-op hires a third party every other year to administrate a staff survey. There is a proposal to have the board work with CDS on the staff survey and therefore pay for it out of their budget. Magdalena reviewed the financial implications, which were discussed. There was discussion about two different options for the survey, the primary difference being a consultant coming to the Co-op or a consultant performing duties remotely by phone. There was general discussion about survey format, questions and focus. There was general consensus that the board would like more information about options, costs and focus. Julie advised she will work with Satina moving forward and encouraged anyone interested to join.</p> <p>B. Officer Roles There was confusion regarding when this was to be reviewed, noting last year the review was moved. It was decided this will be reviewed in May 2017 to allow input to be collected without confrontational or personal criticism.</p> <p>C. Vacancy The resignation of John Orawiec was formally accepted earlier in the meeting. Julie reviewed the board options to fill or not fill the seat.</p> <p>Action Taken The board unanimously voted to leave the seat vacant until the next annual election cycle.</p>
<p>8. Closing</p>	<p>A. Next meeting May 8, 2017</p>

	Urbana Civic Center B. Outreach calendar assignments C. Other tasks and assignments D. Go around for comments The board went around for closing comments.
9. Meeting Adjourned	At 8:08 pm by Julie Zilles