

Common Ground Food Co-op
 Board Meeting Minutes
 May 8, 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: Satina Braswell, General Manager
 Phyllis Bruno, Finance Manager
 Anna Barnes, Owner 702
 Stuart Levy, Owner 1659
 Karen Medina, Owner 2885
 Keith McKenney, Owner 6486
 Matthew Murray, Owner 603
 Z Snyder, Owner 12740
 Jeffrey Chandler, Minute Taker

Proceedings	
Meeting called to order	At 6:17 pm by Julie Zilles
1. Preliminaries	<p>A. Guests/Owners</p> <p>Satina Braswell, General Manager Phyllis Bruno, Finance Manager Anna Barnes, Owner 702 Stuart Levy, Owner 1659 Karen Medina, Owner 2885 Keith McKenney, Owner 6486 Matthew Murray, Owner 603 Z Snyder, Owner 12740 Jeffrey Chandler, Minute Taker</p> <p>B. Public Comment</p> <ul style="list-style-type: none"> • Karen Medina commented on the history of the co-op, and spoke of the community support and desire to prevent failure. She also commented on a need for more frequent and varied attempts at collecting staff feedback. • Matthew Murray thanked the board for their service, and requested the board get operational feedback from non-managerial employees as well.

	<p>He notes the co-op has lost its neighborly atmosphere.</p> <ul style="list-style-type: none"> • Anna Barnes commented that more focus needs to be placed on the fourth End to encourage local product sourcing. • Stuart Levy commented on product selection reductions and warned about settling into austerity. <p>C. Agenda Amendments None</p>
<p>2. Board Study</p>	<p>A. Financial Metrics Magdalena Casper-Shipp gave a presentation developed by the Financial Working Group to assist board members in reviewing financial reports. There was discussion regarding trends, liquidity and solvency. Policy Governance was reviewed.</p> <p>B. EL B1 Financials Satina Braswell answered questions regarding quarter 1 and 2 and how plans to increase sales have worked. She notes, sales have increased every week and plans are working but not all as successfully as desired. Phyllis Bruno added the repayment of loans is not always in our control, as they require permission from Shared Financial first. So far this year they have been given permission. There was additional discussion regarding the process of loan repayment and ratios in regards to solvency. There was further discussion about the difficulty finding a comparable co-op in regards to size, community, and market competition. Kristin Walters asked what Satina is prioritizing; Satina responded they are working on turning sales growth around in center store, as it makes up 55% of overall sales. There was general feedback that the new report format provided an adequate amount of information while maintaining clarity and accessibility.</p>

<p>3. Consent Agenda</p>	<p>A. Public Minutes from April Meeting B. GM Operational Update (MORe)</p> <p>Action Taken The board unanimously approved the consent agenda.</p>
<p>4. GM Monitoring</p>	<p>A. EL B1 Financial Conditions Discussion occurred previously during board study.</p> <p>Action Taken The board unanimously voted to accept the report with acknowledgement of non-compliance.</p>
<p>5. Board Monitoring</p>	<p>A. BP C6 Officer’s Roles An anonymous survey was taken by board members prior to the survey and results shared. There was minimal discussion, but no concerns were noted.</p> <p>Action Taken The board unanimously found themselves in compliance.</p>
<p>6. Committee Updates</p>	<p>A. Board Development Committee Magdalena reported the Election Packet was sent to the board for review. It was noted the reference to the expansion project in the packet should reflect general improvement projects. Julie asked about the interview process from the previous year. The committee advised they would prepare for a discussion at a future board meeting.</p> <p>B. Owner Outreach Committee Marissa Stewart reported she emailed about moving the board owner outreach activity to Fridays, with no concerns, the committee will adjust the schedule. The committee will meet with Satina and staff soon regarding MOO planning.</p> <p>C. Policy Committee Charles reported the committee briefly met but focus this month was on the Financial working group. He reviewed some larger</p>

	<p>projects on the committee’s agenda.</p> <p>D. Democracy Project Working Group Julie reported the committee has posted FinMOO results on basecamp for review, but also notes Financial Working Group took precedence this month.</p> <p>E. Financial Working Group Julie noted their report was mostly covered previously in board study. She noted the working group will next look into monthly reporting and loan repayments options.</p> <p>F. Staff Survey As requested further information on presentation options, pricing and timelines were presented prior to the meeting. Julie noted she is looking for approval and a person or committee to handle the survey moving forward. The timeline, options and pricing were discussed.</p> <p>Action Taken</p> <p>The board authorized the survey and approved booking the consultant for the early fall or as soon as available. Magdalena Casper-Shipp abstained.</p> <p>The board tabled decisions on the pricing and format for further discussion. Julie requested volunteers to serve on this working group to contact her.</p>
<p>7. Closing</p>	<p>A. Next meeting June 12, 2017 Urbana Civic Center</p> <p>B. Outreach calendar assignments Marissa volunteered to fill the empty tabling slot this month, and Magdalena for the opening in October.</p> <p>C. Other tasks and assignments None</p> <p>D. Go around for comments None due to lack of time.</p>
<p>8. Meeting Adjourned</p>	<p>At 8:17 pm by Julie Zilles</p>