

Common Ground Food Co-op  
 Special Board Meeting Minutes  
 October 30, 2017  
 5:30 pm to 7: pm  
 Foundation Conference Room, Champaign Public Library  
 Champaign, IL

Present: Karen Carney, Magdalena Casper-Shipp, Charles Delman, Margaret Johnstone, Keith McKenney, Karen Medina, Marissa Stewart, Kristin Walters, Julie Zilles

Absent: None

Others Present: Tim Sullivan, Interim GM  
 Jeffrey Chandler, Minute Taker

<b>Proceedings</b>	
<b>Meeting called to order</b>	<b>At 5:32 pm by Julie Zilles</b>
<b>1. Preliminaries</b>	<p><b>A. Guests/Owners</b>          Tim Sullivan, Interim GM          Jeffrey Chandler, Minute Taker</p> <p><b>B. Public Comment</b>          None.</p> <p><b>C. Agenda Amendments</b>          None</p>
<b>2. GM Search</b>	<p><b>A. Hiring a Recruiter</b>          The GM Search Committee submitted a report and recommendation prior to the meeting. Marissa Stewart reviewed that the cheapest recruiter who will find people but not provide an interview process is \$8000, and they offer no guarantee their recommended applicants would take and keep the position. Further, if that search does not result in a candidate the next step with them is for them to provide full services, for which they are the most expensive option.</p> <p>The committee recommended a recruiter and reviewed some of the selling points. Most notably they guarantee the hired candidate stay on for 6 months, or they would search again at no additional cost. They provide a fuller process and provide the board with final candidates, and have an advantage to normal</p>

position posting strategies in that they have industry insight and can target passive candidates who may not be actively looking for a new position. Tim asked where the recruiter is based, Marissa noted Pennsylvania, but also mentioned his recruiting philosophy is to start locally, then regionally, then nationally. Magdalena Casper-Shipp discussed the highlights of her conversations with references, noting all positive and eager references. Marissa also added the company continues to follow up with both the board and the candidate for a year after hire. Marissa clarified the final candidates would all still go through the co-op process with scheduling assistance from the recruiter.

There was discussion about how a recruiter who is not from the area would make Champaign-Urbana and a struggling co-op attractive to potential candidates. Kristen Walters volunteered to compile local information to provide to the recruiter to assist.

**B. Revised Budget**

The recruiter charges 25% of the first year's salary of the hired candidate, but it was noted they are open to payment plans. This would leave the estimated cost of the recruiter (depending on final salary offer) from \$18,000-\$23,000. Magdalena presented plans on how to afford the recruiter. She noted a savings of approximately \$3500 from the 2017 budget, and then updates to the 2018 budget bringing another \$8500. This would allow the board to provide \$12,000 to the effort, with another \$10,000 promised from the operations budget.

**Action Taken**

The board unanimously accepted the recommendation of the GM Search Committee to hire a recruiter for the GM Search.

**Action Taken**

The board unanimously authorized \$3500 of unused funds from the 2017 budget, and \$8500 of the 2018 budget for the GM Search.

**C. Extension of Interim GM Contract**

Julie Zilles reported that the current 4-month contract with Tim Sullivan ends on December 7<sup>th</sup>, but there is an option to extend the contract by 30 days twice. Tim clarified if the co-op does in fact hire someone and does not need him that long, they can cancel with 2 weeks' notice at any time.

**Action Taken**

The board unanimously voted to use both 30-day extensions on the Interim GM Contract.

**D. Qualifications**

Julie clarified this time is to evaluate the GM qualifications as listed in the job description and advertising. Marissa reviewed changes made already by the committee, and there was discussion regarding some specific wording. Julie reviewed all revisions

**Action Taken**

The board unanimously approved the GM Search qualifications as amended.

Julie advised the GM Search Committee will remain a working committee in 2018 and will be included in the board committee membership options, so interested parties should include this committee in their choices.

Marissa solicited opinions about whether a store visit should be required of the recruiter, noting the recruiter does not find it necessary. Tim noted a visit may slow down the timeline. The board in general agreed a visit is not required to proceed.

<p><b>3. Retreat Update</b></p>	<p><b>A. Intended focus and schedule</b>  Julie and Magdalena met with Todd Wallace and have decided the primary focus of the retreat will be getting to know each other and figuring out what the board needs to focus on this year and beyond, including a presentation from a former board member. The retreat is November 11<sup>th</sup> at Pizza M, probably starting by 8:00/8:30am. Julie reminded the board of the potluck the night before at her house.</p>
<p><b>4. Closing</b></p>	<p><b>5. Next meeting November 13, 2017</b>  Urbana Civic Center</p> <p><b>6. Outreach calendar assignments</b></p> <p><b>7. Other tasks and assignments</b></p> <p><b>8. Go around for comments</b>  None</p>
<p><b>Meeting Adjourned</b></p>	<p><b>At 6:46 pm by Julie Zilles</b></p>