

Common Ground Food Co-op
 Board Meeting Minutes
 August 10, 2015
 6:15 pm to 8:15 pm
 Lincoln Square Conference Center, Room 154D

Present: Todd Sweet, Eric Benson, Megan Gillette, Halie Kastl, Martha Mills, Julie Zilles

Absent: Magdalena Casper-Shipp, Lisa Hinchliffe

Others Present: Satina Braswell, General Manager; Michael Pennington, IT Manager; Jeffrey Chandler, Minute-Taker; Jodi Anderson, Andrea Antulov

Proceedings	
Meeting called to order	At 6:17 pm by Todd Sweet
1. Preliminaries	<ul style="list-style-type: none"> • Guests/Owners Satina Braswell (General Manager) Michael Pennington (IT Manager) Jodi Anderson (owner) Andrea Antulov (owner) • Public Comment Both guests introduce themselves, and are potentially interested in running for board positions. • Agenda Amendments GM Monitoring moved up in the meeting to accommodate voting as two board members need to leave early. <p>Action Taken The board unanimously approved the agenda as amended.</p>
2. Board Study	<p>A. Neighborhood Conversations Satina Braswell reported on neighborhood events that have happened, as well as detailing plans moving forward. She and Elizabeth Simpson are putting together a meeting with the second location neighborhood community leaders, many of which were listed with additions from those present, in order to determine topics to cover and questions to prepare. They also intend to get a better idea of what days and times would be best for a full community meeting and how to extend</p>

invitations to community members most effectively. The community leaders meeting will hopefully happen in late September with the full community input meeting in February. Eric Benson noted that feedback he has heard centers around the affordability of the co-op in the lower income neighborhood. Satina responded that the Food For All vision needs to be highlighted and more equity grants need to be used. Halie Kastl suggested a Food For All specific marketing campaign prior to second location opening. Julie Zilles noted it will be very important to listen to the community rather than talk at them. Todd Sweet also noted looking into the 2011 vision workshop notes might be useful. Julie requested that the board see the questions prior to the full meeting so they can offer input.

B. Public Expansion Update

Satina met with Dave Jones regarding an amendment to the lease. She met with the current staff to receive input. There is currently a re-design of the deli department in discussion. Bill Gesner gave a preliminary review of the proforma, and after some suggested adjustments he will perform a full review before it is submitted to potential lenders. They have met with the NCB, CDF and a local lender regarding lending potential.

Satina reported the owner drive has reached 511 new owners as of July 27. The goal is to gain 900 new members going into the owner loan campaign, there was discussion regarding plans if this goal is not met, with the resolution being that the proforma is already set up to accommodate this if necessary. There are still large owner drive events coming up soon, and the return of students and university staff would help in the next month.

	<p>Satina also noted that concern regarding the debt coverage ratio reaching 1.25, detailing it would not be analyzed until 2017.</p>
<p>3. Consent Agenda</p>	<p>A. Private Minutes from July Meeting None</p> <p>B. Public Minutes from July Meeting None</p> <p>C. GM Operational Update None</p> <p>Action Taken The board unanimously approved July minutes and operational update.</p>
<p>4. GM Monitoring</p>	<p>A. EL B1 Financial Condition & Activities Satina noted the report should reflect that she found herself in compliance. Todd inquired about numbers being better than forecasted. Satina responded that store systems are falling into place and process improvement is making more efficient work. There was additional discussion about trends represented in the data provided.</p> <p>Action Taken The board unanimously found the report in compliance.</p>
<p>5. Committee Updates</p>	<p>A. Board Development Committee Todd reported that the Board candidate report was online and available. There was general discussion about candidate recruitment. Todd said Lisa Hinchliffe will be responsible for candidate follow up once they have applied.</p> <p>B. Outreach Committee Todd allowed for discussion regarding information sent prior to the meeting and the venue of the MOO being the Urbana Civic Center. There was discussion regarding capacity and how the MOO is involved in board member elections. It was decided that delegation of MOO responsibilities between staff and board, as well as planning for the next MOO needs to</p>

	<p>begin immediately following the upcoming MOO.</p> <p>The MOO agenda was discussed, and the format from previous years is being used as a template.</p> <p>C. Policy Committee No report.</p>
6. Review Monitoring Calendar	<p>Prior to the meeting Todd provided an updated monitoring schedule based on previous discussions and decisions. Julie mentioned a need to look at the compensation timeline for the next two years. Julie volunteered the Policy Committee to handle the review of the timeline with Satina. Some minor corrections were made to the monitoring schedules, but no official changes required approval.</p>
7. Closing	<p>A. Next meeting, September 14, 2015</p> <p>B. Outreach calendar assignments</p> <p>C. Other tasks and assignments</p> <p>D. Go around for comments</p>
8. Meeting Adjourned	At 7:48 pm by Todd Sweet

Actions Items

Item	Person Responsible	Timeframe
Delegate and Begin planning for next MOO	Outreach Committee, Staff	Immediately following the Fall MOO
Review Compensation Timeline	Policy Committee, Satina	Undetermined.
Board Retreat Planning	Board Development Committee	After 2015 Election