

Common Ground Food Co-op
 Board Meeting Minutes
 August 9, 2021
 6:15 pm to 8:15 pm
 Google Videoconference

Present: Jade Algarin, Lisa Bralts, Ben Galewsky, Ming Kuo, Robert Taylor, Calvin Wang, Mel Weinstein

Absent: JP Goguen, Taidghin O'Brien

Others Present: Gary Taylor, General Manager
 Joanne Mierek, Operations Manager
 Jeffrey Chandler, Minute Taker

Proceedings	
Meeting called to order	At 6:17 pm by Robert Taylor
1. Preliminaries	<p>A. Guests/Owners Gary Taylor, General Manager Joanne Mierek, Operations Manager Jeffrey Chandler, Minute Taker</p> <p>B. Public Comment None.</p> <p>C. Agenda Amendments None.</p>
2. Board Study	<p>A. MOO Finalization Robert Taylor noted that due to the delta variant of COVID, he would like to hear feedback about cancelling the in-person portion of the MOO. The internet capabilities at Riggs were verified and would be able to sustain a virtual element. The store has a mask mandate back in place, so an in-person event might be contradictory. There was discussion about setting a date to make the decision. Robert suggested August 25th, so any updates could make it in the upcoming newsletter. The decision would be based on the county health department's risk level, currently sitting at high risk. There was general board agreement.</p> <p>B. GM Evaluation Process</p>

	<p>Robert noted the GM Evaluation is due and will be discussed in executive session next month. GM compensation will also be discussed next month. Calvin Wang and Ming Kuo requested mentoring updates from Gary.</p> <p>C. Board Retreat Discussion Robert reported that it would not make sense to do an additional retreat with the annual retreat with new board members coming up in a couple of months. He continued that he would like to select a date now to be able to publicize to prospective board members. He offered the 6th or 13th of November as possibilities. It was noted both Jade Algarin and Lisa Bralts would not be seeking re-election. Taidghin O'Brien is requesting a leave of absence, Ben Galewsky to consult policies. Robert, Calvin, and Mel Weinstein will be seeking re-election.</p> <p>Additional impromptu discussion about trips to other co-ops and co-op resources.</p>
<p>3. Consent Agenda</p>	<p>A. Public Minutes from July Meeting B. Monthly Financials C. GM Operational Update (MORE)</p> <p>Action Taken The consent agenda was unanimously approved by the board.</p>
<p>4. GM Monitoring</p>	<p>A. Executive Limitation EL B1 – Financial Conditions Gary Taylor and Joanne Mierek reviewed the details of the report. They discussed improvements to coolers, kitchen equipment, payroll, expansion, etc. for which they are planning. They also noted the improvements in the store that have helped to put the co-op in a better financial position including training, hiring, inventory management, and goal setting.</p> <p>Action Taken The board unanimously accepted the report as in compliance.</p>

<p>5. Board Monitoring</p>	<p>A. Review Annual Calendar Ben presented the annual calendar of the board’s monitoring, reporting, and evaluation tasks. This document is available for board comment in board documents.</p> <p>There was discussion about the internal policy review happening once annually, for which there was still general support.</p> <p>Robert noted the 2nd Monday of the month is often very early in the month which can be a detriment to reporting. He asked for input on having meetings on the third Monday of the month. General support for moving the meeting back a week, to begin in October. Meetings will begin the third Monday of the month starting in October with the newly seated board.</p>
<p>6. Committee Updates</p>	<p>A. Board Development Committee Robert reported on behalf of JP Goguen. The board application process is underway. Board members running for re-election do not to be screened but do need to submit their application materials. The timeline was updated for the updated MOO date. Two information sessions planned, but no participants have signed up yet.</p> <p>B. Owner Outreach Committee Ming noted a meeting was scheduled but did not occur. She thanked those that have helped with tasks and events recently. She noted a policy that required an update which was deferred to the Policy Committee.</p> <p>C. Policy Committee Ben shared a link for the policy information to be shared on the website.</p> <p>D. Store Strategy Committee Gary noted the store management compiled a SWOT analysis for the co-op. Robert provided information for a Columinate resource for planning the next steps of the process. Robert and Ben to follow up on future study/retreat session regarding the</p>

	board's SWOT analysis. Next committee meeting will be on August 31 st .
7. Board Admin	<p>A. Treasurer's Report Calvin reported on recent expenditures. Ben asked about the insurance payment timing, noting director's insurance is very important. Gary confirmed the director's insurance is up to date and will provide details and documentation.</p> <p>Action Taken The board unanimously approved the Treasurer's Report.</p> <p>B. Other New Business Robert reported updates to Secretarial action items on JP's behalf.</p> <p>The Store Strategy Committee report will be moved to Executive Session moving forward.</p>
8. Closing	<p>A. Next meeting September 13th, 2021</p> <p>B. Outreach Calendar Assignments Newsletter: TBD</p> <p>C. Other Assignments</p> <p>D. Check-out</p>
9. Adjourned	At 7:31 pm by Robert Taylor