

Common Ground Food Co-op
 Board Meeting Minutes
 April 11, 2022
 6:15 pm to 8:15 pm
 Google Videoconference

Present: Jon Barnes, Ben Galewsky, JP Goguen, Andrew Muller, Robert Taylor, Calvin Wang, Madeleine Wolske

Absent: Ming Kuo

Others Present: Gary Taylor, General Manager
 Sarah Buckman, Marketing Manager
 Jeffrey Chandler, Minute Taker

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| Proceedings | |
| Meeting called to order | At 6:19 pm by JP Goguen |
| 1. Preliminaries | <p>A. Guests/Owners Gary Taylor, General Manager Sarah Buckman, Marketing Manager Jeffrey Chandler, Minute Taker</p> <p>B. Public Comment Gary Taylor announced the birth of his granddaughter, Elizabeth Marie Wegener.</p> <p>C. Agenda Amendments None.</p> |
| 2. Board Study | <p>A. FinMoo Final Planning Ben Galewsky opened a discussion regarding the final planning for the FinMOO. Calvin Wang showed the board selections from his intended presentation. There was discussion regarding amount formatting, details to provide, mentionable items, and the order of the presentation. The agenda for the event was reviewed including a welcome from JP, owner loan repayment, a presentation from Calvin, followed store updates from the Store.</p> <p>Sarah Buckman reported that 4 themed gift baskets will be available to owners in attendance by random draw dispersed throughout the event agenda. Gary clarified marketing and IT team staff members will be on hand to assist. Ben</p> |

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| | <p>requested Board Member nametags; Sarah advised she would have them made.</p> |
| <p>3. Consent Agenda</p> | <p>A. Public/Private Minutes from March Meeting B. Treasurer’s Report</p> <p>Meeting Minutes removed from the consent agenda because of a delay in their distribution. Andrew Muller to distribute minutes for an email vote later this week.</p> <p>Action Taken The board unanimously accepted the Treasurer’s Report.</p> |
| <p>4. Monthly Operations Report and Financials</p> | <p>A. MOR(e) Report & Financials Gary Taylor reviewed the current vacancy for the Finance Manager. He advised the staff survey is being completed.</p> <p>Gary reviewed the financial reporting. Gary noted the delayed out-of-stock reporting. Ben mentioned the improved margins from the Café. Gary reviewed labor expense mentionable items.</p> |
| <p>5. GM Monitoring</p> | <p>A. Ends Report Gary reviewed his report noting 2021 challenges including supply chain issues, staffing obstacles, and the continued pandemic. He also mentioned some wins including an increased Food For All budget, which indicates more store traffic but is also posing potential issues with funding the program. Additional Food For All fundraisers are being discussed. Gary mentioned improvements can be made in staff diversity. Gary also reviewed key financial metrics. Gary noted 473 new owners were added last year! Sarah reported on the outreach and educational accomplishments from the past year.</p> <p>B. EL B6 – Treatment of Staff Gary reviewed the survey response noting specifically the vast improvement year-over-year as well as the 100% participation. Gary mentioned listening to the employees, increasing compensation and benefits, and encouraging feedback. He mentioned there were no grievances filed last year.</p> |

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| | <p>Action Taken</p> <p>The board unanimously voted to accept the reports as in compliance.</p> |
| <p>6. Board Monitoring</p> | <p>A. Board Monitoring Report C1 – Code of Conduct Board members discussed a desire to have more informal interactions and get to know each other more. The board will pursue scheduling get-togethers in the future.</p> <p>B. Board Monitoring Report C5 – Governing Style The board reviewed the policy.</p> |
| <p>C. Ends Review</p> | <p>A. Shall we review the Ends in May? Robert Taylor mentioned an idea of researching what other co-ops use for their Ends. There was general support for at least reviewing the Ends this year. The board agreed to research other co-op Ends and to share information in a Google document initiated by Madeleine Wolske.</p> |
| <p>D. Committee Updates</p> | <p>A. Board Development Committee Robert advised the in-person CCMA early bird registration is due 4/15. The CCMA conference is June 9-11 with virtual and in-person (Sioux Falls, SD) options. Numerous board members expressed interest in the virtual option. Virtual registration is available at the same price for much longer. The conference agenda is available at www.ccma.coop/agenda/. Robert reported the committee should be able to meet in the next few weeks.</p> <p>B. Policy Committee Calvin mentioned projects in progress</p> <p>C. Owner Engagement Committee Madeline reported the committee has met to discuss information they received from Sarah Buckman. The committee is working on a June farm tour, and involvement in an Urbana garden tour in July. In the fall, the committee plans to organize a packaging day to help other organizations in the community.</p> |

| EXECUTIVE SESSION OPENS | |
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| EXECUTIVE SESSION CLOSES | |
| Closing | A. Next meeting May 9th, 2022 B. Outreach Calendar Assignments May Newsletter: Madeleine Wolske C. Other Assignments D. Check-out |
| G. Adjourned | At 8:51 pm by JP Goguen |