

Common Ground Food Co-op  
 Board Meeting Minutes  
 March 14, 2022  
 6:15 pm to 8:15 pm  
 Google Videoconference

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

Absent: None

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

<b>Proceedings</b>	
<b>Meeting called to order</b>	<b>At 6:19 pm by JP Goguen</b>
<b>1. Preliminaries</b>	<p><b>A. Guests/Owners</b>          Gary Taylor, General Manager          Joanne Mierek, Operations Manager          Jeffrey Chandler, Minute Taker</p> <p><b>B. Public Comment</b>          None</p> <p><b>C. Agenda Amendments</b>          None</p>
<b>2. Board Study</b>	<p><b>A. How to make the FinMOO more Engaging and Useful</b>          Ben Galewsky discussed engagement ideas for the upcoming FinMOO. He noted he would like to reduce the internet security around the event because it could prevent interested owners from participating. He would like to mirror the security used around the MOO. Calvin Wang agreed general attendance for this event should be manageable with less security.</p> <p>Ben offered ideas to discuss at the FinMOO. It was noted that a big announcement could be made regarding the repayment of owner loans. Ben suggested that historical data and figures be prepared regarding owner loans. He also suggested additional discussion topics including the minimum wage and living wage increases,</p>

	<p>food inflation, and supply chain issues. The board was also in favor of having giveaways for attendees.</p> <p>Dates for the FinMOO were discussed. The event is required to be 20 days from the end of the fiscal year and owners must be given 15-45 days advance notice. April 14<sup>th</sup> at 6:00pm was chosen.</p> <p>The board discussed whether to hold the event virtually, in person, or hybrid. Madeleine Wolske mentioned extra planning involved with a hybrid event. Ben Galewsky mentioned an in-person event might be exclusionary. A few members noted virtually might be the best route. Madeleine mentioned the possibility of having an after event in person at Rigg's at 8:00pm to celebrate owner loans being repaid, the board was in favor and Rigg's will be contacted.</p> <p>There was discussion regarding talking about the future plans for the co-op. It was discussed that the board and store strategy committee do not have enough information to share and that the information they do have must remain discrete due to competition purposes. Ming Kuo noted she would like to hear owner input. Madeleine noted she thinks the board should welcome input by email but provide no specific information about planning because there are no decisions or plans to announce. Further discussion to be had regarding the delicate balance of feedback solicitation and transparency.</p>
<p><b>3. Consent Agenda</b></p>	<p><b>A. Public/Private Minutes from February Meeting</b>  <b>B. Treasurer's Report</b></p> <p><b>Action Taken</b>  The board unanimously accepted the consent agenda as submitted.</p>
<p><b>4. Monthly Operations Report and Financials</b></p>	<p><b>A. MOR(e) Report &amp; Financials</b>  Gary advised a current posting is up for a new Finance Manager. Currently there are a few external applicants. Ben asked about the mask policy in place. Gary said there has been one isolated complaint to which he has responded.</p>

	<p>Gary highlighted some key points and notable figures in the financial report.</p>
<p><b>5. GM Monitoring</b></p>	<p><b>A. Revisit EL B1 – Financial Condition and Activities</b>  In February, the board asked Gary to revise the plan to return to compliance. Gary discussed the plan as presented in the report.</p> <p>There was discussion about how the growth targets might be incentivized through compensation. Gary noted the labor costs are already high with wage increases. Gary and Joanne Mierek noted discussions about merit-based increases after the minimum wage increases have been completed are happening.</p> <p><b>Action Taken</b>  The board unanimously voted to accept the report with acknowledgement of non-compliance.</p> <p><b>B. EL B5 – Treatment of Customers</b>  Gary reviewed the report he provided prior to the meeting. Robert Taylor asked about the process for kitchen safety and documentation checks, to which Gary noted the Kitchen Manager oversees those checks. He did note they have passed all recent inspections. Gary and Joanne also reviewed additional safety measures and documentation that is available.</p> <p><b>Action Taken</b>  The board unanimously voted to accept the report in compliance.</p> <p><b>C. EL B9 – Emergency GM Succession</b>  Gary reviewed the report. It was noted that the previous Finance Manager was the second interim GM option. Gary advised he has a couple of options to fill the second spot that he will pursue. JP asked that Gary let the board know when the second person is decided. Calvin advised the interim GMs are supposed to attend board meetings during the year, so the board will get a chance to meet them.</p> <p><b>Action Taken</b>  The board unanimously voted to accept the report in compliance.</p>

<p><b>6. Board Monitoring</b></p>	<p>The board reviewed the policy. No discussion.</p> <p><b>A. Board Monitoring Report C6 – Officers’ Roles</b></p>
<p><b>7. Plan GM Evaluation</b></p>	<p>Ben discussed Columinate GM evaluation information he previously distributed to the board. The recommendation includes asking questions regarding the GMs priorities, challenges, and development goals to strategize evaluation and compensation plans. Robert noted he finds goal setting works better when the employee being evaluated participates in the process. Discussion about asking the questions to the GM to get his input. Gary agreed he would like to participate. Ben clarified the goal setting exercise would be for the following year as it is too late to set additional goals this year. Ming added it would be beneficial to have this discussion now and set baselines of current performance to help determine goals for improvement. Ben advised this conversation will continue in future meetings.</p>
<p><b>8. Committee Updates</b></p>	<p><b>A. Board Development Committee</b>  Robert Taylor advised the committee has not met. He did mention CCMA is June 9<sup>th</sup>-11<sup>th</sup> in Sioux Falls, SD with a hybrid design. The board could send people in person or attend virtually.</p> <p>Robert also mentioned upcoming Columinate classes including one on Saturday regarding board membership and a financial series coming May. JP plugged Columinate classes as beneficial for board members and free with our membership.</p> <p><b>B. Owner Outreach Committee</b>  Madeleine Wolske reported the committee received a mockup regarding the store infographic which communicates board meetings and topics. They are working with Gary regarding the placement of the posters to attract the highest attention. JP noted some obstacles in the process getting the poster up for this month’s meeting.</p> <p><b>C. Policy Committee</b>  Andrew Muller noted the committee has not met since the last board meeting. Calvin advised that</p>

	Andrew has the version archive to record changes and intentions on his list.
<b>EXECUTIVE SESSION OPENS</b>	
<b>9. Committee Reports (continued)</b>	
<b>EXECUTIVE SESSION CLOSES</b>	
<b>Closing</b>	<p><b>A. Next meeting April 11th, 2022</b></p> <p><b>B. Outreach Calendar Assignments</b>  <b>April Newsletter:</b> Madeleine Wolske, Ming Kuo, and Jon Barnes to write on the new board infographic, and short announcement regarding the FinMOO from Calvin Wang</p> <p>Ming Kuo to continue conducting board member interviews to use in lieu of or in addition to board newsletter articles.</p> <p><b>C. Other Assignments</b>  Gary and Calvin to work on a separate announcement for the FinMOO to maintain compliance with advance notice requirement.</p> <p><b>D. Check-out</b></p>
<b>b. Adjourned</b>	<b>At 8:17 pm by JP Goguen</b>