

Common Ground Food Co-op  
 Board Meeting Minutes  
 February 13, 2023  
 6:15 pm to 8:15 pm  
 Common Ground Food Co-op Classroom/Google Videoconference

Present: Jon Barnes, Sandy Budde, Ben Galewsky, Ming Kuo, Morgan Montgomery, Andrew Muller, Robert Taylor, Calvin Wang

Absent: Blake Hackler

Others Present: Gary Taylor, General Manager  
 Bonnie Taylor, Finance Manager  
 Karen Linder, Owner 1471  
 Jeffrey Chandler, Minute Taker

<b>Proceedings</b>	
<b>Meeting called to order</b>	<b>At 6:23 pm by Robert Taylor</b>
<b>1. Preliminaries</b>	<p><b>A. Guests/Owners</b>          Gary Taylor, General Manager          Jeffrey Chandler, Minute Taker           Karen Linder, Owner</p> <p><b>B. Public Comment</b>          Karen Linder noted her appreciation of the co-op employees. She shared a letter she sent to Gary Taylor regarding opportunities to better meet the End concerning creating a vibrant community. She recommended a partnership with Crossroads to help the co-op become a more inclusive environment and workplace. Gary also noted the current opportunities available to the co-op through NCG as well.</p> <p><b>C. Agenda Amendments</b>          None.</p>
<b>2. Board Study</b>	<b>A. None</b>

<p><b>3. Consent Agenda</b></p>	<p><b>A. January Meeting Minutes</b>  <b>B. Treasurer’s Report</b></p> <p><b>Action Taken</b>  The board unanimously accepted the consent agenda.</p>
<p><b>4. Monthly Operations Report and Financials</b></p>	<p><b>A. Monthly Operations Report &amp; Financials</b>  Gary reviewed the report. He highlighted a new weekly sales incentive. Calvin Wang asked a clarification question regarding IT consultation. Gary also noted the success of the café. Ben Galewsky asked about the new margin report, Gary explained the difference between applied and achieved margins. Calvin asked about the status of the customer experience survey and Gary noted it was in progress by the marketing department.</p>
<p><b>5. GM Monitoring</b></p>	<p><b>A. EL B1 – Financial Conditions and Activities</b>  Gary noted an accounting issue where expenses are not being applied evenly or accurately by RFS which is creating issues with performance reporting month-to-month. There are also questions about tax items the co-op had been told they were required to pay. Gary and <b>Bonnie</b> searched for an outside accounting firm that is not interconnected with RFS, which proved difficult. Bonnie provided additional context and information regarding their concerns. Gary noted he got a referral from his brother, who is an accountant, for a different local company we can use. Gary noted his brother is not employed by or connected to this new potential accountant.</p> <p><b>Action Taken</b>  The board unanimously moved not to accept the report and requested a revision with more updated information for the March meeting.</p>

<p><b>6. Internal Monitoring</b></p>	<p><b>A. BM D1 – Unity of Control</b> There was discussion about non-binding individual instructions for the GM.</p> <p><b>B. BM D2 – Accountability of the GM</b> There was discussion regarding the co-op performance being the determining factor of GM performance.</p> <p><b>C. BM D3 – Delegation to the GM</b></p> <p><b>D. Review GM Evaluation and Compensation Process</b> Robert noted the evaluation is given to the GM in September so the board should begin their process in July. Robert advised the current compensation agreement runs through the end of 2024, so compensation will not be discussed this year. However, the board will provide feedback as outlined in the existing compensation plan.</p>
<p><b>7. Committee Updates</b></p>	<p><b>A. Owner Outreach</b> Morgan Montgomery noted that she and Andrew Muller have met to brainstorm ideas. She presented ideas including having board members present at store-sponsored events and to compose a letter to owners that would be included in the new owner information. The board indicated they would be interested in attending events. Ming Kuo offered the existing information from a previous owner letter project. Morgan also mentioned group board volunteering as an outreach project that could potentially happen with owners. Calvin mentioned that owner outreach does have a budget which can be available for participation in outreach events</p>

	<p>where applicable, the logistics of applying for the funds will be discussed further in the future.</p> <p><b>B. Board Development</b> Ben advised there are upcoming Columinate events and that he would forward information to the board.</p>
<b>Executive Sessions Opens</b>	
<b>Executive Sessions Closes</b>	
<b>Closing</b>	<p><b>A. Next meeting March 13th, 2023</b></p> <p><b>B. March Newsletter:</b> Andrew Muller to write an article about his experience attending a cooking class at the co-op.</p> <p><b>C. Other Tasks and Assignments</b></p> <p><b>D. Check-out</b></p> <p><b>E. Board Bits</b> Owner Outreach, Cooking Classes,</p>
<b>Adjourned</b>	<b>At 7:46 pm by Robert Taylor</b>