

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

Present: Jon Barnes, Sandy Budde, Ben Galewsky, Blake Hacker, Morgan Montgomery, Andrew Muller, Calvin Wang

Absent: Ming Kuo, Robert Taylor

Others Present: Gary Taylor, General Manager
 Bonnie Taylor, Finance Manager
 Jeffrey Chandler, Minute Taker

Proceedings	
Meeting called to order	At 6: pm by Calvin Wang
1. Preliminaries	<p>A. Guests/Owners Gary Taylor, General Manager Bonnie Jeffrey Chandler, Minute Taker</p> <p>B. Public Comment</p> <p>C. Agenda Amendments None.</p>
2. Board Study	A. None
3. Consent Agenda	<p>A. February Meeting Minutes B. Treasurer’s Report</p> <p>Action Taken</p>
4. Monthly Operations Report and Financials	A. Monthly Operations Report & Financials
5. GM Monitoring	A. EL B1 – Financial Conditions and Activities

Gary Taylor provided a revised EL B1 with highlighted changes and explanations. There was discussion regarding specific line items and factors. Gary reviewed plans and obstacles for a return to compliance.

Action Taken

The board unanimously moved to accept the report with acknowledgment of non-compliance.

B. EL B5 – Treatment of Customers

Gary noted their quick turnaround on customer correspondence, but that they are receiving fewer comments cards and feedback. Health Department Inspection have been passed. He reviewed some of the in-person services and programs that have resumed.

Action Taken

The board unanimously moved to accept the report as in compliance.

C. EL B6 – Treatment of Staff

Gary noted a need to complete emergency training with newer employees but reviewed his plans to complete by mid-May. He advised they did not complete the staff survey this year for financial considerations.

Action Taken

The board unanimously moved to accept the report with acknowledgment of non-compliance.

D. EL B9 – Emergency GM Succession

Gary indicated he appointed Sarah Buckman to the secondary interim GM. He and Joanne Mierek are providing training to Sarah. Calvin Wang noted compensation considerations.

	<p>Action Taken</p> <p>The board unanimously moved to accept the report as in compliance.</p>
<p>6. Internal Monitoring</p>	<p>A. C6 – Office Roles</p> <p>Andrew Muller reviewed the policy. There was discussion about COVID related suspension of physical signed reports and that connection to the role specifications of the Secretary. Andrew noted the policy requires signed copies. After discussion, Andrew volunteered to amend the policy to reflect electronic options for report submittal. He will bring a proposal back to the board in a future meeting.</p>
<p>7. Committee Updates</p>	<p>A. Owner Outreach</p> <p>Morgan Montgomery made the board aware of upcoming classes. She is planning to attend one of them and asked other interested board members to let her know. Andrew reported that he is developing an application process for board members to attend classes as funded by the board. A policy change proposal will follow.</p> <p>B. Board Development</p> <p>No report</p>
<p>Executive Sessions Opens</p>	
<p>Executive Sessions Closes</p>	
<p>8. FinMOO</p>	<p>A. Plan FinMOO</p> <p>The store admin team advised that Thursday, April 20th 6:00pm-7:30pm is the ideal date/time for them, which also works for Andrew. There was discussion about using an online vs. in-person format. Andrew, Gary, and staff decided to meet in the next week to begin planning.</p>

Closing	A. Next meeting April 10th, 2023 B. April Newsletter: Andrew to write about the FinMOO. C. Other Tasks and Assignments D. Check-out E. Board Bits: FinMOO information and updates
Adjourned	At 8:01 pm by Calvin Wang