

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

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

Absent: Ben Galewsky, Blake Hackler

Others Present: Gary Taylor, General Manager  
 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</p> <p><b>B. Public Comment</b></p> <p><b>C. Agenda Amendments</b></p>
<b>2. Board Study</b>	None
<b>3. Consent Agenda</b>	<p><b>A. April Meeting Minutes</b></p> <p><b>Action Taken</b>          The board unanimously approved the April meeting minutes.</p> <p><b>B. Treasurer's Report</b>          The board will review electronically after the meeting.</p>

<p><b>4. Monthly Operations Report and Financials</b></p>	<p><b>A. Monthly Operations Report &amp; Financials</b></p> <p>Gary Taylor advised customer count is up, basket count is down, probably linked to individual lunch time purchases. Beginning to work with a U of I Agriculture class. He reported that he attended a GM conference in San Diego. The store ordered new produce fixtures and looking into a new merchandising cooler. Gary will provide a contribution to profit by department analysis for this year as compared to previous years. Gary discussed a new ethylene filter that has been installed that will delay the ripening of produce extending its shelf life. Calvin Wang asked about an update on a previous discussion he had with Gary regarding accounting losses. Gary noted the accounting firm seemed to over-project losses, which the store didn't discover until the full store inventory. Assumptions moving forward have been adjusted and the situation is being monitored.</p>
<p><b>5. GM Monitoring</b></p>	<p><b>A. EL B1 Financial Conditions</b></p> <p>Numerous people noted the report was very good. Morgan Montgomery asked questions about the distribution vendors and process.</p> <p><b>Action Taken</b></p> <p>The board unanimously accepted the report in compliance.</p>
<p><b>6. Internal Monitoring</b></p>	<p><b>A. C8 Governance Investment</b></p> <p>Robert Taylor reviewed this policy specifically highlighting the investment in the governing of the co-op as related to board member training. He reviewed training opportunities available. Andrew Muller suggested alternative phrasing options and will bring revised wording to the next meeting for a vote.</p>

	<p><b>B. Review Upcoming Calendar Items</b></p> <p>Robert led a discussion about the MOO, elections, and the board retreat. He advised he has a lengthy work trip in the fall and would like to plan large events in advance. He proposed September 14<sup>th</sup> for the MOO and there were no preliminary objections. He also mentioned the election wherein three terms expire this year (Andrew, Ming, and Ben). Calvin Wang also advised work on the budget should begin earlier in July. Robert reviewed the window of time for the board retreat is between October 9<sup>th</sup> and the first weekend in November. General feedback was a preference for one of the first two weekends in November. Robert will contact Todd Wallace to check his availability.</p>
<p><b>7. Committee Updates</b></p>	<p><b>A. Owner Outreach</b></p> <p>Morgan Montgomery reported she is attending an herb class. Andrew is attending a French cooking series. Other board members noted interest in future classes.</p> <p><b>B. Board Development</b></p> <p>Calvin Wang advised there is no report.</p>
<p><b>Executive Sessions Opens</b></p>	
<p><b>Executive Sessions Closes</b></p>	
<p><b>8. FinMOO</b></p>	<p><b>A. Review FinMOO</b></p> <p>Robert Taylor thanked everyone involved in preparing the FinMOO and answering owner questions.</p>
<p><b>Closing</b></p>	<p><b>A. Next meeting June 12th, 2023</b></p> <p><b>B. June Newsletter:</b> Morgan Montgomery to write about the class she is going to attend at the end of May.</p> <p><b>C. Other Tasks and Assignments</b></p>

	<b>D. Check-out</b> <b>E. Board Bits:</b> 1 <sup>st</sup> quarter financials and FinMOO review, elections, and MOO planning.
<b>Adjourned</b>	<b>At 7:20 pm by Robert Taylor</b>