

Common Ground Food Co-op
 Board Meeting Minutes
 December 11, 2023
 6:15 pm to 8:15 pm
 Google Videoconference

Present: Jon Barnes, Sandy Budde, Blake Hackler, Mickey Parson, Morgan Montgomery, Andrew Muller, Robert Taylor, Calvin Wang

Absent: None

Others Present: Matt Shilts, Owner
 Jeffrey Chandler, Minute Taker

Proceedings	
Meeting called to order	At 6:18 pm by Robert Taylor
1. Preliminaries	<p>A. Guests/Owners Matt Shilts, Owner Jeffrey Chandler, Minute Taker</p> <p>B. Public Comment None.</p> <p>C. Agenda Amendments Robert Taylor proposed to remove the Consent Agenda because files were not presented with ample for review, remove the Executive Session and Store Development Report as Gary Taylor is unable to attend the meeting due to illness, and to add discussions regarding Greentop Co-op and report deadlines.</p> <p>Action Taken The board unanimously accepted the agenda amendments as presented.</p>
2. Board Study	<p>A. Board Study Reminder to board members to update their roster information.</p>

3. Monthly Operations Report and Financials	A. Monthly Operations Report & Financials Robert asked the board to provide him with any questions regarding the report to be sent to Gary for his response.
4. GM Monitoring	A. None
5. Internal Monitoring and Board Admin	A. Approve Changes to BP C1, C3, C4, C5, and C6 Andrew Muller reviewed updates to the policies as previously discussed. There was no additional discussion. Action Taken The board approved the policy changes as presented. Andrew Muller abstained. B. BP C7 Committee Principles Andrew reviewed the policy. There was no discussion. C. Google Drive Changes Mickey Parson discussed changes to the structure of the shared documents and email accounts that would accompany a change in the board’s membership level. The shared documents would eliminate individual ownership enabling better collaboration and accessibility. The email account limitation would decrease by eliminating the president and secretary accounts. Calvin Wang asked questions about other Google Drive function changes with this different tier of membership as well as the plan to migrate files. Mickey reviewed the membership details and migration plan. He noted he plans to lead the migration and reorganization process. Continued administration and maintenance of the drive would fall to the board development committee. Action Taken

	<p>The board approved the Google Drive changes as presented. Mickey Parson abstained.</p> <p>D. Greentop Assistance</p> <p>The board received a request from the Greentop Co-op board for assistance in coming to meet with their entirely new board. There was general discussion in favor of meeting Greentop’s request.</p> <p>E. Report Deadlines</p> <p>Robert asked to set a deadline in preparation for each board meeting to have reports available for review in the shared drive. Andrew noted the tight turn around on financial reports. The board decided that everything should be in the folder a week in advance of the meeting, with the exception of the treasurer’s report which is dependent on reporting received from the store. Andrew will reach out to the store about moving up their deadline for the financial reports. Morgan Montgomery advised she would like to organize the reports for each meeting to follow the agenda for easier review. Calvin noted committees would need to be cognizant that they meet with enough time to have reports and deliverables in a week in advance as well.</p>
<p>6. Committee Updates</p>	<p>A. Engagement</p> <p>Morgan drew attention to a class participation signup on the shared drive and reviewed upcoming opportunities. Andrew reported the committee is working on preparing welcome cards from the board for new hires, new owners, and new class attendees who would also receive a small treat. The committee is also discussing a giveaway for class attendees in the form of a gift card, radish rewards, or other options. They would also like to have events with staff twice a year. The full budgetary adjustments will be included in a revised board budget for approval in January. The committee would like to have the</p>

	<p>proposed January expenses approved in this meeting.</p> <p>Action Taken The board unanimously approved the Engagement Committees January expenses.</p> <p>B. Board Development Mickey Parson advised expenses for this committee are included in existing budgetary line items, so no separate budget is currently needed. He reviewed upcoming training opportunities with Columinate. If any board members are interested in paid training opportunities, they should reach out to the committee.</p>
<p>7. Closing</p>	<p>A. Next meeting January 15th, 2024</p> <p>Action Taken The board unanimously voted to move the regular January 8th meeting to January 15th to allow for the store to provide the required reporting.</p> <p>B. January Newsletter: Engagement committee to compile an article advertising classes and the board's participation plans</p> <p>C. Other Tasks and Assignments Morgan reviewed upcoming plans for the 50th year Anniversary celebration.</p> <p>D. Check-out</p> <p>E. Board Bits: Looking ahead into 2024, January Meeting date change</p> <p>F. Thank you to Jeff Chandler</p>
<p>Adjourned</p>	<p>At 7:29 pm by Robert Taylor</p>