

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

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

Absent: None

Others Present: Gary Taylor, General Manager
 Karma Carpenter, Owner
 Ben Galewsky, Owner
 Matt Shilts, Owner
 Jeffrey Chandler, Minute Taker

Proceedings	
Meeting called to order	At 6:15 pm by Robert Taylor
1. Preliminaries	<p>A. Guests/Owners Gary Taylor, General Manager Karma Carpenter, Owner Ben Galewsky, Owner Matt Shilts, Owner Jeffrey Chandler, Minute Taker</p> <p>B. Public Comment None.</p> <p>C. Agenda Amendments None.</p> <p>D. Ratify Board Officers Slate of Officers: President – Robert Taylor Vice President – Calvin Wang Treasurer – Andrew Muller Secretary – Morgan Montgomery</p> <p>Action Item</p>

	<p>The board unanimously ratified the slate of board officers.</p> <p>E. Ratify Standing Committees Slate of Committee Membership:</p> <p style="padding-left: 40px;">Engagement (formerly Owner Outreach) Morgan Montgomery, Co-Chair Andrew Muller, Co-Chair Sandy Budde Calvin Wang</p> <p style="padding-left: 40px;">Board Development Mickey Parson, Chair John Barnes Blake Hackler Robert Taylor</p> <p>Action Item The board unanimously ratified the slate of committee membership.</p>
<p>2. Board Study</p>	<p>A. Review Retreat Items There was general discussion and agreement on retreat items and ideas. Morgan Montgomery resumed discussion about a texting as a form of communication. All board members present noted they are okay with a text group as a form of communication. Robert Taylor advised he needs all board members to make sure their contact information is correct on the board roster.</p>
<p>3. Consent Agenda</p>	<p>A. October Meeting Minutes B. October Treasurer’s Report C. Retreat Meeting Minutes</p> <p>Action Taken The board unanimously approved the consent agenda as presented.</p>

<p>4. Monthly Operations Report and Financials</p>	<p>A. Monthly Operations Report & Financials Gary Taylor reported sales are down, but that is being seen across the industry. He discussed staffing vacancies. He advised he is working with the marketing department to increase sales.</p>
<p>5. GM Monitoring</p>	<p>A. EL B1 – Financial Conditions The report is out of compliance because sales did not meet the goal. Gary mentioned the closure of the café. Year-to-date sales are still up. There was additional discussion about the projections for the remainder of the year. Gary also reviewed the remainder of the items that are compliant.</p> <p>Action Taken The board requested a plan to return to compliance with dates to be submitted before Thanksgiving for digital review.</p> <p>B. EL B2 – Business Planning and Budgeting Gary reviewed the report noting a planned pay increase to a minimum of \$15/hour, store projects, how café sales are going to be redistributed, and economic considerations. Robert asked about Gary’s confidence in his projected sales growth, which was followed by discussion regarding industry trends. There was discussion about the board budget.</p> <p>Action Taken The board unanimously accepted the report as in compliance.</p>
<p>6. Internal Monitoring</p>	<p>A. Approve Changes to BP C1 and BP C5 Andrew Muller requested the vote for these updates be moved to December.</p> <p>B. BP C3 Agenda Planning</p>

The board reviewed the policy. There was discussion about what the required multi-year strategic plan entails. Andrew and Morgan discussed language changes needed to reflect what the board will do versus should strive to do. Andrew will prepare a revision for vote in December.

C. BP C4 Board Meetings

There was discussion about whether operational matters should be avoided as dictated by the policy. The word “routine” to be added to clarify what kind of operational matters should be avoided during board meetings. Discussion from the retreat regarding attendance in person unless virtual attendance is approved by the board president in advance. Virtual attendance by owners was also discussed. A revision to this policy will be prepared for approval in December.

D. BP C6 Officer Roles

There was follow-up discussion from the board retreat regarding prerequisite qualifications to serve on the executive committee. A draft for these updates is available for review. There was discussion about what roles staff board members can hold which would be limited to Secretary.

E. Board Meeting Location & Costs

Robert researched the I Hotel as a meeting option, and the pricing was higher than expected. Morgan’s employer would allow the board to meet monthly at no charge. The only issue is the door does automatically lock. There was general support for having the board meeting in an alternate location. Accessibility and transportation concerns were addressed. The December meeting will be held at Morgan’s workplace. There will be announcements made to inform owners of the venue change.

<p>7. Committee Updates</p>	<p>A. Engagement Morgan reviewed the committee charter, updating the committee’s name, formatting, and committee duties. There were updates to be more inclusive of staff collaboration and engagement. She further detailed the updated class participation guidelines and expectations. The committee plans to schedule a meeting with staff to discuss 2024 events in the near future.</p> <p>Action Taken The board unanimously accepted the Engagement Committee charter.</p> <p>B. Board Development Mickey Parson advised there were minimal changes to the committee duties, including administration of the board’s shared drive and other infrastructure related items.</p> <p>Action Taken The board unanimously accepted the Board Development Committee charter.</p> <p>Karma Carpenter, Ben Galewsky, and Matt Shilts were excused prior to executive session.</p>
<p>Executive Session Opens</p>	
	<p>C. Store Development</p>
<p>Executive Session Closes</p>	
<p>Closing</p>	<p>A. Next meeting December 11th, 2023 B. December Newsletter: Morgan to write a board retreat recap and a look forward on 2024 plans, possibly including the upcoming Art Pop up class. C. Other Tasks and Assignments D. Check-out E. Board Bits: Meeting location change</p>

Adjourned

At 8:24 pm by Robert Taylor