

**Common Ground Food Co-op
Board Meeting Minutes
FASS Office
January 15, 2024
6:15pm-8:15pm Central Time**

Preliminaries

Wang called the meeting to order at 6:15pm. He presided over the meeting as R. Taylor was not able to be present.

Calvin Wang, Andrew Muller, Morgan Montgomery, Sandy Budde, and Mickey Parson were the voting members in attendance. Gary Taylor was in attendance as an ex officio guest of the Board.

Blake Hackler, Jonathan Barnes, and Robert Taylor were not in attendance.

Guests/Owners

There were no owners present.

Public Comment

There were none.

Agenda Amendments

There were none.

Board Study and Discussions

Green Top Grocery Coop collaborative discussion

Action. Wang to follow up with R. Taylor regarding meeting with Green Top Grocery Co-op.

Consent Agenda

Motion. Muller moved and Montgomery seconded the motion to approve the consent agenda. Motion approved.

Monthly Operations Report and Financials

G. Taylor reported on the recent closures and performance at the co-op due to the weather.

Action. G. Taylor to send the 12 month plan to the Board. This written plan will help the store plan better for holidays, weather events, etc.

He then reported on staff openings, new staff, IT updates, facility issues, and finances - all of which are included in the MORE report.

Action. G. Taylor to research the inventory and cash discrepancy and report to the Board in February.

He stated that there was less staff than usual in 2023 and while the store may be short staffed from time to time, overall it has not negatively impacted operations. A staff survey will be sent in February.

GM Monitoring

EL B3 Asset Protection

G. Taylor reviewed the report, made previously available to the Board. Adding cyber insurance to the current policy is being considered based on advice from the insurance broker.

Action. G. Taylor to get cyber insurance policy quote and report back to the Board.

Motion. Muller moved and Montgomery seconded the motion to approve ELB3 as submitted to the Board. Motion approved.

Internal Monitoring and Board Admin

Approve Revised Budget for 2024

Muller reviewed the revisions to the 2024 Board budget. The total budget line includes the .5% of store sales, plus additional for increased audit fees and the 50th anniversary celebration. The increase for the upgraded Google account was also included and will be represented in the February financials.

Motion. Montgomery moved and Parson seconded the motion to approve the 2024 budget, as revised. Motion approved with one abstention.

Committee Updates

Engagement

Muller reported that the committee is ready to go for the first in-person cooking class with the post cards and the small gifts for attendees. Montgomery will be attending this class.

The committee is also working to set up a producer visit in the next month or so with Prairie Fruits Farm and Creamery.

Board Development

Parson reported that the committee has been researching Board education classes and to let him know if anyone would like to attend one.

The committee is also working to organize the Board drive and Parson gave a quick overview of some of the changes.

Motion. Wang moved and Muller seconded the motion to enter into Executive Session. Motion approved.

The Board entered into Executive Session at 7:10pm

The Board lost quorum at 7:39pm.

The voting members present unanimously agreed to leave the Executive Session at 7:45pm.

Closing

Newsletter Assignment

G. Taylor recommended that the newsletter piece be written about one of the founding owners of the Co-op.

Next Meeting - February 12, 2024

This was discussed during the adjournment.

Other Tasks and Assignments

There were none.

Board Bits Postlude

This month your Board is talking about how the Co-op is stable heading into its 50th year. And looking ahead, the Board is very excited to plan the 50th Anniversary Celebration! Be on the lookout for updates.

New Business

Budde mentioned that she will be attending the Illinois Food, Farmers Market and Specialty Crop Conference this week. Getting materials together for her to take was considered.

Filling open Board seats outside of the formal election cycle was discussed.

Adjourn

There was not a quorum to end the meeting. Wang reminded the Board that the next meeting is on February 12, 2024 beginning at 6:15pm central and then released those present at 7:59pm.