

Common Ground Food Co-op  
 Board Meeting Minutes  
 June 8, 2020  
 6:15 pm to 8:15 pm  
 Zoom Videoconference

Present: Karen Carney, Magdalena Casper-Shipp, Colin Dodson, Michael Feltes, Ben Galewsky, JP Goguen, Evelyne Tardy, Robert Taylor

Absent: Rey Dalitto

Others Present: Gary Taylor, GM  
 Jeffrey Chandler, Minute Taker

<b>Proceedings</b>	
<b>Meeting called to order</b>	<b>At 6:15 pm by Karen Carney</b>
<b>1. Preliminaries</b>	<p><b>A. Guests/Owners</b>          Gary Taylor, GM          Jeffrey Chandler, Minute Taker</p> <p><b>B. Public Comment</b>          Gary Taylor discussed recent store bans, one due to threatening behavior, another due to refusal to wear a mask, and another for disrespecting an employee.</p> <p>Karen Carney advised that despite lack of attendance these virtual meetings are and will continue to be publicized to owners.</p> <p><b>C. Agenda Amendments</b>          None</p>
<b>2. Board Study</b>	<p><b>A. Virtual CCMA Conference</b>          Usually this is reserved for a report on CCMA, which is virtual this year. Karen, Robert, and Gary have been attending virtual presentations. Karen noted her interest in the president of NCG C.E. Pugh’s presentation on the recent pandemic impacts on the co-op industry and how to plan for the future. Robert Taylor also noted the interesting impacts other co-ops in college towns have experienced, and wondered if that could be investigated here.</p>

Gary noted they could look at owner activity or evaluate how much the student discount is being used compared to historical data.

Karen advised that anyone interested in attending additional virtual CCMA presentations should reach out.

**B. Opening Up**

Karen opened discussion regarding the opening plan provided by Gary earlier in the day. For example, the board meeting is now in Zoom, and at what point would the board meet in person to encourage owner turnout. Limitations on the size of groups, and low track record of owner attendance were cited as reasons to remain virtual for the near future.

Ben Galewsky offered that virtual tabling would be worth a try to continue to reach out to owners. Karen noted her and Robert were looking at possibilities for owner connection through visioning work and owner outreach, like open virtual meetings with suppliers. Gary advised there are virtual classes in the works. Robert also mentioned virtual cooking classes with prepared ingredient baskets to allow owners to cook along and increase sales. Karen will reach out to Sarah with the board's ideas and offer to help coordinate. Gary also noted the possibilities of posting other videos on social media to continue communicating with owners.

Discussion regarding prepackaged meals from the Red Herring. Gary noted they sold very quickly and he plans to order more in the future and how this profitable. JP Goguen noted his volunteer work with the Red Herring for conflict of interest transparency.

Karen questioned how the MOO will be affected. There was general discussion in favor of holding the MOO virtually. The board also decided to continue zoom

meetings through at least August, at which point decisions moving forward can be re-evaluated.

**C. Budgeting Improvements**

Michael Feltes shared he wants to learn more regarding the budget and financials by means of hiring a Columinate consultant to help with the store budget. Magdalena noted the store budget is outside the scope of the board and not within the guidelines of policy governance. Karen also noted the store budget is not within the board's control, but asked Gary if he would be interested in this sort of consultation. Gary advised he already works with a consultant through RFS. He noted he would like input with a multi-year budget incorporating the Ends. Gary advised that budgeting more funds to the Ends may not be timely due to owner repayments and minimum wage increase in the upcoming years. General discussion about looking at the big picture when budgeting for multi-year expenses.

Robert mentioned a takeaway from the Columinate course regarding a scorecard which provides a quick look at important metrics to give quick analyses in reporting. Karen solicited input from the board for the kinds of key metrics they would like Gary to provide. Robert asked if the board study next month could be replaced with further financial reporting discussion. Karen, Robert, and Michael to meet virtually to help define next month's financial reporting discussion.

Michael re-stated his ask to have a financial consultant hired. Magdalena offered that the retreat might have a financial focused discussion, but also that new board members could be overwhelmed with too much information. She also noted a new board member financial orientation would also be helpful. Karen added that the webinars could also help to provide this information, followed by more tailored discussions with Todd Wallace. Karen also noted budgetary

	<p>concerns with paying a consultant currently, and Magdalena added some funds need to remain available for unforeseen expenses, like legal consultations or recruiting.</p>
<p><b>3. Consent Agenda</b></p>	<p><b>A. Public Minutes from May Meeting</b>  <b>B. GM Operational Update (MORe)</b>  <b>C. Monthly Financials</b></p> <p><b>Action Taken</b>  The board unanimously approved the consent agenda as a whole.</p>
<p><b>4. Board Monitoring</b></p>	<p>Karen reminded the board that all board policies will be reviewed next month.</p> <p><b>A. Board Process C4</b></p>
<p><b>5. Committee Updates</b></p>	<p><b>A. Board Development Committee</b>  JP Goguen thanked the board for the input on the election packet prior to the meeting. Discussion about including high-level financial information to stress the size of the business and the importance of serving on the board. Gary reviewed the information shared, and requested figures be less specific. Michael advised he is looking into the timeline and where it might allow for a Meet the Candidates event. JP to work with Sarah Buckman on social media communication. Clarifications regarding the date of the MOO and how voting will occur still need to be set. No other concerns were shared.</p> <p><b>B. Owner Outreach Committee</b>  No report. Karen and Evelyne will discuss MOO confirmations, classes and tabling.</p> <p><b>C. Policy Committee</b>  Magdalena uploaded a report regarding her and Karen’s discussion with a lawyer who has worked with the co-op before in regards to volunteers working at the co-op. He was opposed to the idea in regards to displacing paid employees, legalities, liabilities, labor laws, compensation, training, and emergency</p>

	<p>preparedness. He suggested encouraging owners to volunteer elsewhere for which they would earn a store-related reward of some kind.</p> <p><b>D. Visioning Working Group</b>  Robert Taylor reported that the committee met regarding ways to continue outreach with owners and providers. The committee also discussed having a dinner co-sponsored by a local supplier as a board outreach event in the future. The committee also discussed potential work with the U of I to develop a curriculum or partnership.</p> <ol style="list-style-type: none"> <li>1. Gary asked if the co-op would like to become members of the Champaign County Chamber of Commerce. He described the benefits and resources that come with membership. They currently have a call to action in regards to the Black Lives Matter movement. Gary asked how the board would like the co-op to participate in the movement and political climate. It was determined membership in the Chamber of Commerce would be an operational decision, however, the co-op stance on the Black Lives Matter movement should involve a discussion of the board. There was agreement that the board should make a statement, and Karen solicited input from the board. Ben and Colin Dodson volunteered to help Karen compose the statement.</li> </ol>
<p><b>6. Board Admin</b></p>	<p><b>A. Election Packet</b></p> <p><b>Action Taken</b>  The board unanimously approved the election packet with the noted addendums and dates to be provided as available.</p> <p>Karen noted as soon as the packet is available to distribute the board needs to be vigilant about spreading the information.</p>

<b>7. Closing</b>	<b>A. Next meeting July 13, 2020</b> <b>B. Outreach calendar assignments</b> <b>Newsletter: Magdalena</b> <b>Tabling: Magdalena</b> <b>C. Other assignments</b>
<b>Adjourned</b>	<b>At 8:02 pm by Karen Carney</b>