
MINUTES
Common Ground Food Co-op
Board of Directors Meeting
5:30 – 7:30 pm Central Time
March 16, 2026

Roll Call

Call to Order Welcome Guests, Owners

Wang called the meeting to order at 5:34 pm. Wang, Andresen, Stengrim, Muller, Hari, Etienne, Cronin and Coleman were the voting members in attendance.

Parson was absent.

Gary Taylor was in attendance as an ex officio guest of the Board.

Shelby (owner number 73108) joined as a guest.

Liz Sands joined as the notetaker.

Public Comment

There were none.

Agenda Amendments – Document 1

There were none.

Approve Consent Agenda

Motion. Muller moved and Hari seconded a motion to accept the consent agenda. Motion passed unanimously.

February Meeting Minutes – Document 2a, 2b

Treasurer's Reports – Document 3

Executive Session Motions

Ratify Motions from Executive Session – Document 4

Motion. Cronin moved and Hari seconded a motion to ratify the Executive Session motion. Motion passed with 7 ayes and 1 abstention.

Internal Monitoring and Board Admin

Internal Monitoring C6 – Document 5

Wang shared the document relating to officer roles and requested discussion or suggestions for amendment.

Action. Policy committee to look at duplicate numbers and inconsistent capitalization in document C6.

Procedure Update – Document 6a

Cronin noted the document did not make it into the meeting folder, but noted changes made to the stipend policy. Wang explained that because these are procedures, not policies, they do not need to be voted on.

FinMOO Planning

Wang discussed the upcoming Financial Meeting of owners in April and the need to schedule the meeting as well as delegate and coordinate with the store staff for content. It was determined that the FinMoo will take place on Thursday, April 30th at 6:00 pm, and there will not be an Executive Session in April. Wang provided a brief explanation of what occurs during the FinMoo.

Action. Wang to start an email chain with the Marketing department, GM, and Andresen to coordinate announcing the FinMoo.

Board Reporting Procedure – Document 6b

Wang requested creating a standardized procedure regarding reporting, specifically:

1. For all Board members to reply all on email threads and keep communication to one thread.
2. Pick a time and business day for submissions.
3. Providing directors with 7 days before a meeting to review documents, and if there are fewer than 4 days to move to the next month's meeting.
4. The secretary will send action items to the GM, and all communication should be as a reply-all to the original reporting thread.

5. In order to receive electronic votes in a timely manner, give the GM a week for resubmission and edits.

Motion. Coleman moved and Andresen seconded a motion to approve the monitoring reports procedure as is on the Google drive. Motion passed with 7 ayes and 1 abstention.

Action. Cronin to send out copy of this procedure to the entire Board as well as Taylor.

Action. Policy Committee to take a quick edit pass at the procedures and once accepted to include in the overall procedures document.

Monthly Operations Report and Financials

Overview – Document 7a, 7b, 7c, 7d, 7e

Taylor explained that February was not a great month due in part to the installation of new coolers. Wang noted that Parson sent over a list of questions that will be sent separately to Taylor.

Action. Taylor to separate “just hired” and “in interview process” in the job openings section.

GM Monitoring Previous Reports

1. Financial Conditions and Activities, EL B1 Q3 2024 – Document 8

a. Wang noted requested changes: removing the comment that moved into the Store Improvement Compliance plan

2. Financial Conditions and Activities, EL B1 Q4 2024 – Document 9

a. Wang noted requested changes: Text at the very bottom of each EL B1 report that talks about the reasoning for the delay of audit and point to most recent return to compliance plan

3. Financial Conditions and Activities EL B1 Q3 2025 – Document 10a, 10b

a. Wang noted requested changes: Comment moved into return to compliance plan saying they will be comparing labor management section to wages section of the budget.

Motion. Muller moved and Hari seconded a motion to accept EL B1 Q3 2024 as out of compliance with a pointer to the most recent return to compliance plan. Motion passed unanimously.

Motion. Andresen moved and Cronin seconded a motion to accept El B1 Q4 2024 pending an edit to 2026 at the very end as out of compliance with a pointer to the most recent return to compliance plan. Motion passed unanimously.

Motion. Coleman moved and Muller seconded a motion to accept El B1 Q3 2025 as not in compliance with the return to compliance plan. Motion passed unanimously.

GM Monitoring Reports

Wang requested to officially note for the minutes that between meetings, the Board moved the March reports that are not El B1's to June so that Gary would have time to follow up on the El B1s.

Financial Conditions and Activities, EL B1, Q4, 2025 – Document 11a, 11b, 11c, 11d, 7b, 7c, 7d, 7d

1. Introduction and Flow Chart

a. Wang explained the framework for the flow chart.

2. Rebates

a. Taylor explained the two-week sales cycle. Wang requested tracking for how many of each item is being ordered. There was also discussion about how orders and rebates can change from month to month.

Action. Taylor to change tracking report cell in return to compliance plan cell in order to point to a new line in the net profit section that has tracking info and goals for the rebates.

Action. Taylor to have a clarifying statement about the rebates on some sort of moving average.

3. Department Budgets

a. Department budgets are over in most departments. Taylor explained that each department is responsible for their own budget.

Action. Board to do a deeper dive into department budgets in whichever month the March tracking data is available, in May, to relook more in depth at the department budget tracking information so Taylor can follow up with corrective action if any department is still running way over.

4. Cost Plus

a. Wang noted a discrepancy between the goal and explained the Board needs to see how much is actually being saved.

Action. Taylor to edit the tracking reports cell about the cost plus ordering for increased sales to reflect the cost plus email. Taylor will continue to include data in the tracking reports if it is helpful to him, but the Board will reference the email only.

5. Out of Stock Counts

a. The Board and Taylor discussed how to lower this number, citing a combination of ordering and stocking training.

Action. Taylor to put in place some sort of cross reference system between out-of-stock counts and most recent orders to check if all the SKUs were covered by the most recent orders and add that information into the return to compliance plan. Taylor can add in the plan how that should work out and a timeline for implementation.

Action. Taylor to edit and add in the most recent training dates to address the out-of-stock issue. The Board needs a date for the new under 100 account.

6. Labor

a. The Board and Taylor discussed discrepancies in the labor tab and the need to be able to see actual wage dollars plus benefits.

Action. Taylor to add a tab into the tracking reports that reflects the labor expense and percentage to look like the department expense tab with the exception of adding in the overall labor percentage calculation in one of the columns.

GM Monitoring Follow-up

Audit Company Contract – Document 12a, 12b

Wang recommends that since the review is separate from the tax services for them to not go ahead with the audit company. Other directors agree.

Motion. Muller moved and Etienne seconded a motion to approve the current contract with the auditing company. Motion fails unanimously.

Taylor and the Board discussed that this process could be lengthy.

Committees and Task Force Updates

Engagement Committee

Muller noted the ongoing book club and documentary series.

Board Development Committee

Andresen is drafting a document explaining the stipend procedure for new Board members and will bring to the next meeting or review.

Andresen also noted that she has not received tax forms yet.

Action. Taylor to follow up with the Finance manager to follow up with the accounting company to receive Board tax forms.

Policy Committee

Cronin noted there is no new information beyond what was presented today.

Ends Task Force

Cronin explained that visioning meetings will be delayed until other Board work is completed. Taylor has asked for feedback on developing his Ends report so they will provide ideas.

Closing

Additional Discussion

There were none.

Newsletter Assignment

There will be 2 newsletter articles this month, one that discusses the documentary series and another discussed in the Executive Session.

Review of Action Items from This Meeting

Cronin reviewed action items identified from this meeting.

Board Bits and Owner Updates

The Board has set a date for the FinMoo of Thursday, April 30th and are reviewing the store financials ahead of it.

Scheduling April Meeting

The April Board meeting is scheduled for Monday, April 20th.

Adjourn

Taylor requested the Board go into closed session.

Motion. Stengrim moved and Coleman seconded a motion to enter Executive Session at 7:27 pm. Motion passed unanimously.

The Board and Taylor exited Executive Session at 7:29 pm.

Motion. Colem moved and Andresen seconded a motion to move the deadline for the EL B1 Q4 2025 action item changes to coincide with the April monthly meeting reporting deadlines. Motion passed unanimously.

Motion. Muller moved and Hari seconded a motion to adjourn the meeting at 7:30 pm. Motion passed unanimously.