

Common Ground Food Co-op
 Board Meeting Minutes
 September 11, 2017
 6:15 pm to 8:15 pm
 Urbana Civic Center, Urbana Illinois

Present: Charles Delman, Tom Howley, Margaret Johnstone, Marissa Stewart, Ted Veselsky, Kristin Walters, Julie Zilles

Absent: Magdalena Casper-Shipp

Others Present: Tim Sullivan, Interim GM
 Sarah Buckman, Outreach Coordinator
 Karen Carney, Owner
 Jeffrey Chandler, Minute Taker

Proceedings	
Meeting called to order	At 6:18 pm by Julie Zilles
1. Preliminaries	<p>A. Guests/Owners Tim Sullivan, Interim GM Sarah Buckman, Outreach Coord. Karen Carney, Owner Jeffrey Chandler, Minute Taker</p> <p>B. Public Comment None</p> <p>C. Agenda Amendments Julie Zilles noted a new agenda was posted today, and she reviewed the updates.</p>
2. Board Study	<p>Training for Hiring Julie presented on unconscious bias, explaining it as default assumptions about people, with a tendency to judge based on defining group, like age, gender, race, and ability. She reviewed a trial done on gender bias where identical candidate's resumes were reviewed with the only difference being the name at the top, varying by gender. The study found that female candidates received lower evaluations than male candidates with identical resumes. She also noted the gender of the evaluators also did not affect the results. She reviewed some additional studies and noted the unconscious bias results can be seen beyond gender. Her presentation</p>

	<p>culminated with action items to prevent unconscious bias as the board enters the interview stage of the hiring process. She advised the board should be educated on unconscious bias, give themselves ample time to review candidates, be very familiar with evaluation criteria and create a matrix for evaluation.</p> <p>Tom Howley led a presentation and discussion regarding making the unconscious conscious. Tom discussed knowing oneself, to define who you are and what you believe, in order to understand how you are different and what might cause your unconscious bias. There was also a worksheet activity regarding defining oneself. Tom showed a video of a TED talk by Verna Myers, which focused on the unconscious bias towards young African-American men. Key points of the video were getting out of denial; not trying to be good, but being good; walking toward discomfort to confront your bias; when you see something, say something; and your first impression does not have to be your last impression. The board and guests broke into small groups to discuss the video as it relates to their upcoming hiring process, and then shared with the group.</p>
<p>3. Consent Agenda</p>	<p>A. Public Minutes from August Meeting B. Private Minutes from August Meeting C. MORE Report</p> <p>Action Taken The board unanimously approved the consent agenda.</p>
<p>4. Board Monitoring & Administration</p>	<p>A. BP C8 Governance Investment</p> <p>Action Taken The board unanimously found themselves in compliance.</p> <p>B. BMR D4 GM Monitoring Julie noted it is odd to evaluate this due the Interim situation, but it is still a chance to review the past year. Charles noted a time in</p>

	<p>the past year where the board was too lenient with giving reasonable exception for compliance. Marissa Stewart questioned how the portion giving authority to the board for direct inspection worked with the executive limitation. Julie gave some specific scenarios where direct inspection would be appropriate, noting the board often uses a third party to eliminate executive limitation issues and to gain the expertise of a professional. Tom noted this is worth looking into further.</p> <p>Action Taken The board unanimously accepted the report as in compliance</p> <p>C. Board Budget Julie explains this is the first budget for 2018 which is then submitted to operations for review, who will then return a revision to work within the overall operational budget.</p> <p>Sarah Buckman noted she hopes to use Survey Monkey for the upcoming board member election which would eliminate a large expense from the budget. Julie and members of the board noted issues in the past with this kind of service, especially making sure only one vote is received per owner number, even though some owner numbers represent families.</p> <p>Action Taken The board unanimously approved the 2018 Board Budget as presented.</p>
<p>5. MOO Planning</p>	<p>Tom reported that he, Sarah and Ted met, and he presented their proposed agenda/outline with a theme of “Why I love the Co-op” with a focus on Ends. Julie and Tim will both speak at the MOO. Tom and Sarah reviewed tabling plans, children’s activities, photo booth and raffle. Sarah also reviewed the nominations process for Round Up organizations. Sarah also urged the board to help publicize through social media. The MOO is September 21st at the Urbana Civic</p>

	Center.
6. Committee Work	<p>A. GM Contract Charles Delman discussed the proposed contract, which was submitted prior to the meeting. Charles solicited input regarding if the board wants this kind of contract and what content they would like to see added or removed. There was general board support for the contract, and Charles welcomed input after the meeting.</p> <p>B. New Director Orientation Margaret Johnstone reported that she is working on the new director orientation. She noted there are eight nominees for the four open slots on the board, and informational interviews with them went well.</p>
7. Financial Monitoring	<p>C. Owner Loan Deferrals Julie reported 93 of 197 forms were returned. They have held additional information and questions sessions with varied attendance but good conversations. An email will go out to all owners regarding the owner loan deferrals before the MOO so the owners will have a chance to ask questions.</p>
8. GM Transition - Public	Marissa reported they are in the process of background and reference checks.
9. GM Monitoring - Public	<p>Tim notes the next report will address the Ends and be more reflective.</p> <p>Action Taken The board unanimously accepted with report without additional information requested.</p>

EXECUTIVE SESSIONS OPENS**EXECUTIVE SESSIONS CLOSES**

GM Transition (continued)	Action Taken The board unanimously accepted the GM Compensation proposal.
10. Closing	A. Next meeting October 9, 2017 Urbana Civic Center B. Outreach calendar assignments Marissa to cover newsletter focusing on the MOO and Election. C. Other tasks and assignments Board Retreat November 11 th at Pizza M. D. Go around for comments None
11. Meeting Adjourned	At 8:34 pm by Julie Zilles