

Common Ground Food Co-op
 Board Meeting Minutes
 August 14, 2017
 6:15 pm to 8:15 pm
 Urbana Civic Center, Urbana Illinois

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

Others Present: Phyllis Bruno, CFO
 Tim Sullivan, Interim GM
 Sarah Buckman, Outreach Coordinator
 Karen Carney, Owner
 Colin Dodson, Owner/Employee 7947
 Michael Feltes, Owner
 Stuart Levy, Owner 1659
 Keith McKenney, Owner 6486
 Karen Medina, Owner 2885
 Z Snyder, Owner 12740
 Evelyn Tardy, Owner
 Lisa Thomas, Owner
 Ellen Willcox, Owner
 Jeffrey Chandler, Minute Taker

Proceedings	
Meeting called to order	At 6:15 pm by Julie Zilles
1. Preliminaries	<p>A. Guests/Owners Phyllis Bruno, CFO Tim Sullivan , Interim GM Sarah Buckman, Outreach Coord. Karen Carney, Owner Colin Dodson, Owner/Employee 7947 Michael Feltes, Owner Stuart Levy, Owner 1659 Keith McKenney, Owner 6486 Karen Medina, Owner 2885 Z Snyder, Owner 12740 Evelyn Tardy, Owner Lisa Thomas, Owner Ellen Willcox, Owner Jeffrey Chandler, Minute Taker</p> <p>B. Public Comment None</p>

	<p>C. Agenda Amendments Marissa Stewart will add Finalist Interview Structure discussion after 7B but before Executive Session.</p>
<p>2. Board Study</p>	<p>A. MOO Agenda</p> <p>Tom Howley reported that he, Marissa and Sarah Buckman met and wanted to get input from the board on the MOO Agenda. He noted any issues in the past with MOO communication between staff and the board are not issues this year, noting an early start has been the key. Sarah Buckman went over some ideas they have for incorporating owners and vendors by highlighting areas of expertise. There will also be tables for store departments which will include engaging activities or topics all of which will tie into the Ends. They also plan to have dining tables to facilitate discussions, and may incorporate a potluck aspect. There was discussion about a permit to have alcohol and whether that was from the city or the Civic Center. Phyllis Bruno mentioned there have been ways to avoid the fee in the past and will share information with the committee.</p> <p>Kristin Walters noted she wanted to know what the goal of the MOO is this year and what can we evaluate to see if it was successful. How do we use the MOO as a tool and how do we know it is working?</p> <p>Magdalena Casper-Shipp noted engagement as primary purpose which could be evaluated by heightened participation and volunteerism. It was noted there should be a business portion and a party portion. Tom reviewed the business portion agenda.</p> <p>Tom then opened up for partner/group discussion on the topic of how to effectively gather input regarding staying relevant in the changing market. Groups then reported ideas including the following:</p> <ul style="list-style-type: none"> • What do you love about the Co-op? • What are your responsibilities as an owner? • What are your rights as an owner?

	<ul style="list-style-type: none"> • What makes you stop at the Co-op? • How is ownership different than a loyalty program? • How does the board respond to owner input? • What opportunities do owners have to give feedback? • How do you feel connected? • Communicating why product offerings change. <p>Tom noted he will summarize the input and form an agenda.</p>
<p>3. Consent Agenda</p>	<p>A. Public Minutes from July Meeting B. GM Operational Update</p> <p>Action Taken The board approved the consent agenda. Charles Delman abstained as he was absent in July.</p>
<p>4. GM Monitoring</p>	<p>A. Introduction of Tim Sullivan , Interim GM Tim Sullivan introduced himself and noted his first area of focus is on the fundamentals of customer experience; customer service, sanitation and presentation. He is also working with Sarah Buckman on opportunities to get more people in the store.</p> <p>B. EL B1 Financial</p> <p>Action Taken The board accepted the report with acknowledgement of non-compliance.</p>
<p>5. Committee Updates</p>	<p>A. Board Development Committee Magdalena reported the Board Retreat will be on November 11 at Pizza M in Urbana. There was discussion about a fee, which Magdalena will research. She also reported she is working on the agenda.</p> <p>Margaret Johnstone reported the deadline for board member nominees is tomorrow and she is hoping for some last minute entries.</p>

	<p>B. Owner Outreach Committee Tom advised his report was covered in Board Study.</p> <p>C. Policy Committee Ted Veselsky submitted a revision to the Staff Treatment policy prior to the meeting, and he noted the change in wording and intended purpose.</p> <p>Action Taken The board unanimously accepted the policy as submitted.</p> <p>D. Democracy Project Working Group Kristin reported input received from the visioning board in the store. She noted an emphasis on making the Co-op a lifestyle resource not just a grocery store, and posed a question as to how to capitalize on that. The working group will work with Tim and staff to discuss operational support. Input will be posted on basecamp.</p>
<p>6. Financial Monitoring</p>	<p>A. Owner Loan Deferrals Julie reported information has been sent regarding the repayment deferral of owner loans with information from primary lender. She held two question and answer sessions and only one owner attended. It was noted more one-on-one conversations are happening as well. Julie asked for volunteers for future informational sessions to contact her.</p>
<p>7. GM Transition</p>	<p>A. Interim GM Monitoring A proposal was submitted prior to the meeting. One report is from CDS, which has a more frequent but less in depth approach, and one is from Ted which broke monthly tasks into a spreadsheet.</p> <p>Action Taken The board unanimously approved the proposal as presented.</p>

	<p>B. GM Search Update Marissa gave a public report that the search is on schedule and interviews are being conducted. The Finalist Interview Structure was posted in basecamp prior to the meeting. Julie notes the timeline may cross over after elections and new board members may need to be accommodated.</p> <p>All guests, except Tim, leave the meeting.</p>
EXECUTIVE SESSIONS OPENS EXECUTIVE SESSIONS CLOSSES	
GM Transition (continued)	<p>No vote required at this point. No guests remained to rejoin meeting after executive session.</p>
8. Closing	<p>A. Next meeting September 11, 2017 Urbana Civic Center</p> <p>B. Outreach calendar assignments Charles to cover newsletter focusing on the MOO. Board candidates are invited to September tabling, which Kristen will attend.</p> <p>C. Other tasks and assignments None</p> <p>D. Go around for comments None</p>
9. Meeting Adjourned	<p>At 8:04 pm by Julie Zilles</p>