

Common Ground Food Co-op  
 Board Meeting Minutes  
 September 9th, 2019  
 6:15 pm to 8:15 pm  
 Urbana First United Methodist Church, 2<sup>nd</sup> floor Parlor – Urbana, Illinois

Present: Karen Carney, Magdalena Casper-Shipp, Colin Dodson, Margaret Johnstone, Marissa Stewart, Evelyne Tardy, Julie Zilles

Absent: None

Others Present: Gary Taylor, GM  
 Joanne Mierek, Staff  
 Cedar King, Owner  
 Andi Marietta, Owner  
 Jeffrey Chandler, Minute Taker

<b>Proceedings</b>	
<b>Meeting called to order</b>	<b>At 6:15 pm by Marissa Stewart</b>
<b>1. Preliminaries</b>	<p><b>A. Guests/Owners</b></p> <p>Gary Taylor, GM          Joanne Mierek, Staff          Cedar King, Owner          Andi Marietta, Owner          Jeffrey Chandler, Minute Taker</p> <p><b>B. Public Comment</b></p> <p>None</p> <p><b>C. Agenda Amendments</b></p> <p>Marissa Stewart added a Personnel Update to the beginning of Executive Session. Months were updated from July to August where necessary in the original agenda.</p> <p><b>Action Taken</b></p> <p>The board unanimously approved the agenda amendments.</p>
<b>2. Board Study</b>	<b>A. Visioning</b>

Karen Carney presented information about the visioning work that has been done, and advised the committee would focus on the new local goal at the MOO.

Julie Zilles shared some of the information from the beginning stage of information collection in regards to the local focus. Julie noted the committee first met with Gary to establish a list of local producers, which totals 94 local and 9 regional producers currently. She also presented a prototype of a map of the store where gaps in local producer representation could be identified. Karen also noted from her discussions with producers, staff, and owners that they seem aligned with the mission of the co-op, and value their relationships.

Julie then invited pairs and groups to discuss opportunities for better communication with and deeper support for local producers and stakeholders. Groups shared ideas regarding creating a more informative vestibule or producer spotlight signage, contests to create awareness of local producers, facilitating a network of producers, linking producers to customers who may need cultural foods that are not readily available, forging stronger connections with local businesses, services, and government, exploring new ways to reach targeted audiences, active engagement, illustrating local spending, a seasonal chart for local produce, store signage and maps indicating where products originate, more communication regarding topics in the local farm community in newsletters, more exposure on website, social media for producers, limiting large suppliers, different methods of exposure in the store like public announcements and handouts, keeping staff better informed about local products and

	<p>producers, and connection and cross-advertisement with other local vendors.</p>
<p><b>3. Consent Agenda</b></p>	<p><b>A. Public Minutes from August Meeting</b>  <b>B. Private Minutes from August Meeting</b>  <b>C. GM Operational Update (MORe)</b>  <b>D. Revised EL B1</b>  <b>E. GM Response to Audit Management Letter</b></p> <p>Item D was removed as submitted late. Karen asked if it could be reviewed and then voted on prior to the new board being elected. Julie noted she would like to follow up on item E, Gary Taylor noted 6 months would be a good checkpoint.</p> <p><b>Action Taken</b>  The board unanimously approved items A, B, C, and E. Item D was also reviewed and approved via email.</p>
<p><b>4. GM Monitoring</b></p>	<p><b>A. Executive Limitation B4 – Ownership Rights and Responsibilities</b></p> <p><b>Action Taken</b>  The board accepted the report as being in compliance. Colin Dodson abstained due to conflict of interest.</p>
<p><b>5. Board Monitoring</b></p>	<p><b>A. Board Process C8 – Governance Investment</b></p> <p><b>B. Board Management Relationship D4 – Monitoring GM Performance</b></p> <p><b>Action Taken</b></p>

	<p>The board unanimously found themselves in compliance with both policies.</p>
<p><b>6. Committee Updates</b></p>	<p><b>B. Board Development Committee</b>  Magdalena Casper-Shipp noted all three candidates have been interviewed and scored. The election is on track to start September 19<sup>th</sup>. She further reported that new board member orientation is to be determined after the election has occurred.</p> <p><b>C. Owner Outreach Committee</b>  Evelyne Tardy noted the MOO is coming up September 26 from 6-8pm and encouraged board members to come early for set up. There was discussion about the space setup and logistics.</p> <p><b>D. Policy Committee</b>  Magdalena noted no report. A new chair of this committee needs to be elected. Julie noted the changes to policy voted on last month are not yet reflected in documents. Magdalena to follow up with Charles Delman.</p> <p><b>E. Visioning Working Group</b>  See Board Study.</p>
<p><b>7. Board Admin</b></p>	<p><b>A. Board Budget Proposal</b>  Magdalena presented the board budget. She reviewed individual items, and stressed professional development and sending 3 people to CCMA as priorities.</p> <p><b>B. Financial Audit vs. Review</b>  Magdalena recommended a review for next year, as an Audit was completed this year. The savings could be better used to invest in more professional development for new board members.</p>

	<p><b>Action Taken</b> The board unanimously accepted the budget and decision to perform a review instead of an Audit next year.</p> <p><b>C. Board Vacancies</b> Marissa noted there are more board openings than candidates, and reviewed the board’s options. Previously discussion has landed on either appointing members or calling for new members. There was consensus regarding the application process being the same as that for a regular candidate. However, the board could appoint from applicants, or hold a special election and MOO. There was discussion about logistics and timing of soliciting, reviewing and appointing candidates. Julie proposed forming a committee to handle this process while the board transitions, who will also solicit and interview candidates, and provide recommendations to the new board in October. Karen and Margaret volunteered to serve on the committee.</p> <p><b>Action Taken</b> The board approved a process to solicit and review applications and appointed Karen and Magdalena to serve on the committee.</p>
<b>Executive Session Opens</b>	
<b>8. GM Evaluation/Personnel Update</b>	
<b>Executive Session Closes</b>	
<b>GM Evaluation (continued)</b>	<p><b>Action Taken</b> The board voted to approve the GM Evaluation and Feedback. Colin abstained due to conflict of interest.</p>

<b>9. Closing</b>	<b>A. Next meeting October 14, 2019</b> <b>B. Outreach calendar assignments</b> Newsletter: Karen <b>C. Other assignments</b> <b>Sept Study Session: Financial Education</b> <b>D. Check-out</b> Karen mentioned the trip to Chicago if any other members would like to go. Karen also acknowledged the service of the board members attending their last meeting.
<b>Meeting Adjourned</b>	<b>At 8:15 pm by Marissa Stewart</b>