

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

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

Absent: none

Others Present: Gary Taylor, GM
 Joanna Mierek, Staff
 Lauren Hays, Staff
 Jeffrey Chandler, Minute Taker

Proceedings	
Meeting called to order	At 6:13 pm by Karen Carney
1. Preliminaries	<p>A. Guests/Owners Gary Taylor, GM Joanna Mierek, Staff Lauren Hays, Staff Jeffrey Chandler, Minute Taker</p> <p>B. Public Comment None</p> <p>C. Agenda Amendments None</p>
2. Board Study	<p>A. Retreat Follow-up Karen Carney noted the purpose of this time would be to review the goals and priorities from the retreat, and determine how they could be addressed in committee work. In addition, each committee would need to review their charter, determine a committee chair, and set a standard meeting time. The priorities from the board retreat were reviewed, with the entity responsible for follow-through noted in parentheses. They are visioning (Visioning), board/staff relationship (Outreach, board), board/GM relationship (Outreach, board), defining outreach responsibilities (Outreach), board</p>

	<p>development (Board Development), succession planning (Board Development, board), education/training for board directors (Board Development), updating bylaws policy, and code of conduct(Policy), board process review preparation and documentation (Policy). Committees broke out into groups to discuss their charters, chairpersonships, meeting times, and priorities.</p>
<p>3. Consent Agenda</p>	<p>A. Public Minutes from November Meeting B. GM Operational Update (MORe) C. Monthly Financials D. Record of November Electronic Vote</p> <p>Michael Feltes asked a question regarding the Monthly Financials regarding wages paid, to which Gary Taylor explained that the pay cycle is detailed weekly, but this report is monthly, and they don't exactly match up month-over-month, because some months have more or less weeks than others.</p> <p>Action Taken The board unanimously approved the consent agenda as a whole.</p>
<p>4. GM Monitoring</p>	<p>No GM monitoring this month.</p>
<p>5. Board Monitoring</p>	<p>A. Board Process C7 – Committee Principles</p> <p>Action Taken The board unanimously found themselves in compliance.</p>
<p>6. Committee Updates</p>	<p>A. Board Development Committee Magdalena Casper-Shipp notes the committee will be working on the board study calendar. Magdalena clarified who is responsible for the creating the board job description survey, Evelyne, as Vice President, volunteered to assist Karen. Meeting location is under consideration again, Karen reviewed history of locations, and issues with current space. Unitarian Universalist Church, space in the basement of Lincoln Square, the Independent Media</p>

	<p>Center, and the classroom in the Co-op were both posed as options, and individuals were designated to follow-up with each space.</p> <p>B. Owner Outreach Committee Evelyne Tardy reported the committee met with Gary and Sarah to discuss goals and upcoming events. Evelyn noted the committee is still focused on repairing and rebuilding relationships with owners</p> <p>C. Policy Committee Magdalena reported that the committee will meet about policies in need of review and status of previous changes.</p> <p>D. Visioning Working Group Karen noted the committee is working on board study for next month. Robert Taylor thanked Gary for a tour of the facility and discussion about the current projects and issues operations is tackling.</p>
<p>7. Board Admin</p>	<p>A. Committee Charters The Outreach Committee added the FinMoo to their main responsibilities and clarified the committee would appoint their own chair. The other committees proposed no changes to existing charters.</p> <p>Action Taken The board unanimously approved the changes to the Outreach Committee Charter.</p> <p>B. 2020 Monitoring Calendar Karen noted her discussion with Gary, during which they noted the monitoring schedule previously allowed a break during the summer, but Gary advised he would prefer the break in the fall months when the store is busier. She presented a new monitoring calendar prior to the meeting based on the calendar year, as opposed to the board election calendar. Magdalena requested some changes to the agenda planning monitoring (BP C4), and the removal of duplicate monitoring check-ins that were used previously but are no longer relevant.</p>

	(BP C3 and BP C8). Action Taken The board unanimously approved the monitoring calendar as amended.
Executive Session OPENS	
8. Executive Session	Executive session
Executive Session CLOSES	
9. Closing	<ul style="list-style-type: none"> A. Next meeting January 13, 2020 B. Outreach calendar assignments Newsletter: Robert Taylor Tabling: Rey Dalitto and JP Goguen C. Other assignments January Study Session: Visioning Committee D. Go Around for Comments
Meeting Adjourned	At 7:57 pm by Karen Carney