

Common Ground Food Co-op
 Board Meeting Minutes
 January 18, 2018
 7:00 pm to 8:30 pm
 Spark Museum + Play Café, Urbana Illinois

Present: Karen Carney, Magdalena Casper-Shipp, Charles Delman, Margaret Johnstone, Keith McKenney, Karen Medina, Marissa Stewart, Kristin Walters, Julie Zilles

Absent: None

Others Present: Tim Sullivan, Interim GM

Proceedings	
Meeting called to order	At 7:02 pm by Julie Zilles
1. Preliminaries	<p>A. Guests/Owners Tim Sullivan, Interim GM</p> <p>B. Public Comment None</p> <p>C. Agenda Amendments None.</p>
2. Unconscious Bias Refresher	<p>Julie Zilles gave a refresher on unconscious bias. Unconscious bias is a default assumptions with a tendency to judge based on characteristics such as race, gender, age, etc. She cited a study done on gender bias where identical candidate's resumes were reviewed with the only difference were the names varying by gender. The study found that female candidates received lower evaluations than male candidates with identical resumes. Other situations of unconscious bias were mentioned including a Swedish Post Doc Fellowship and a NIH Pioneer award.</p> <p>Julie mentions the GM search committee is doing several things regarding unconscious bias in respect to the General Manager interviews. These include education, a detailed screening matrix and sufficient time to review. Charles Delman asked if the recruiter were</p>

	<p>aware of unconscious bias and Marissa Stewart was not aware.</p> <p>Julie asked the board to do the following in respect of the potential interview participants. These include being aware of unconscious bias, knowing evaluation criteria and noting reaction to appearance, body language, etc.</p> <p>Julie showed a video regarding bias in regards to age. Julie asked everyone to write down ideas about young and old candidates. Small groups were formed to go over experiences of young and old. Charles asked if we should also talk about favorable experiences.</p> <p>Marissa mentioned to really focus on the experience of the interview. Also, she talked about making sure you are evaluating the candidates on what you heard during the interview that is job related and not potential biases.</p> <p>Julie mentioned that we could ask about alignment of values with the Co-Op since they came from corporate. Karen Medina asked about the adaptability to values. Marissa answered that we could ask about different scenarios in finalist interviews. Tim said we could ask about vision.</p>
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<p>3. GM Search (continued)</p>	<p>Action Taken</p> <p>The board unanimously voted to follow the search committee recommendation and interview 2 finalists.</p>
<p>3b. Interview Structure</p>	<p>Marissa went over the interview structure and said it was the same as last time.</p> <p>Action Taken</p> <p>The board unanimously approved the finalist interview structure.</p>

<p>4a. Interim GM</p>	<p>Julie spoke about the interim contract is up February 7th. Tim mentioned that there is some flexibility and he is willing to stay until end of March and ideally would like a week overlap with the new GM. Julie mentioned that the board needs an extension of the contract. The board will not vote on it tonight but instead there will be an electronic vote once we know when the finalist interviews will take place.</p>
<p>4b. GM Monitoring for February</p>	<p>Julie gave a proposal for the GM monitoring reports for the February meeting. The reports will be the monthly interim GM report along with the ELB1 Quarter 4 financials. Tim reminded that the EL B6 Staff Treatment report is also on the calendar for February.</p> <p>Action Taken The board unanimously approved the proposed GM monitoring schedule.</p>
<p>Meeting Adjourned</p>	<p>At 8:21pm by Julie Zilles</p>