

Common Ground Food Co-op
 Board Meeting Minutes
 January 9, 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, Julie Zilles

Absent: John Orawiec, Ted Veselsky, Kristin Walters

Others Present: Satina Braswell, General Manager
 Phyllis Bruno, Finance Manager
 Jeffrey Chandler, Minute Taker

Proceedings	
Meeting called to order	At 6:21 pm by Julie Zilles
1. Preliminaries	<p>A. Guests/Owners Satina Braswell, General Manager Phyllis Bruno, Finance Manager Jeffrey Chandler, Minute Taker</p> <p>B. Public Comment None.</p> <p>C. Agenda Amendments Julie Zilles requested to remove item 7a and the follow up from out-of-compliance from item 6c.</p> <p>Action Taken The board unanimously accepted the agenda as amended.</p>
2. Board Study	<p>Democracy Project</p> <p>A. Introduce 6 month goals Julie noted Kristin Walters is out of the country so she is presenting on both of their behalves. She also advised this time was scheduled to allow for discussion and amendments prior to voting in the normal business of the meeting. The goals were submitted prior to the meeting. There was general support of the goals.</p> <p>There was further discussion regarding the goal to set a new vision, noting it was</p>

	<p>ambitious or overgeneralized. The goal was more clearly worded to specify the collection of data to assist in moving forward on a new vision.</p> <p>B. Group Brainstorming The discussion focused on reviewing previous survey results in order to help determine what kind of data was collected versus what is desired. There were additional comments including the open-ended nature of questions not returning specific ideas, a need for a more clear purpose statement, staff engagement and follow through.</p> <p>There was discussion regarding the Staff Input Plan, which was provided prior to the meeting. Satina Braswell advised they use results to help identify big projects and evaluate feasibility and also to gather small project ideas that can be easily completed. Marissa Stewart noted the timeline presented was clear and incorporated major events well. There was further discussion about survey results.</p>
<p>3. Consent Agenda</p>	<p>A. Public Minutes from December Meeting B. GM Operational Update (MORe) C. Monthly Financials</p> <p>Action Taken The board approved the consent agenda. Magdalena Casper-Shipp abstained from December minutes as she was not present.</p>
<p>4. GM Monitoring</p>	<p>A. EL B2 Business Planning The board reviewed the report as revised from December. Julie Zilles noted this report would allow for sales growth comparison based on previous quarter as opposed to NCG standard compliance. There was discussion regarding differences from previous budgets.</p> <p>Action Taken The board unanimously voted to accept the report as in compliance.</p>

	<p>Julie advised the democracy project and owner engagement are proactive ways to address negative sales growth, more so than the additional monitoring the board has been performing which has not affected the results.</p> <p>B. EL B5 Customer Treatment The board reviewed the report noting non-compliance.</p> <p>Action Taken The board unanimously accepted the report with acknowledgement of non-compliance.</p> <p>C. EL B9 Emergency GM Succession The review of this report was delayed from December. The board discussed compliance.</p> <p>Action Taken The board unanimously accepted the report as in compliance.</p>
<p>5. Board Monitoring</p>	<p>A. BP C2 Board Job Description The board reviewed the job descriptions prior to the meeting. There was brief discussion on owner engagement as being improved, but may not be currently in compliance. Improvement efforts were noted as the democracy project and owner outreach efforts. There was additional discussion about job description edits and review of the policy was sent to the Policy Committee.</p> <p>Action Taken The board unanimously found themselves out of compliance and schedule a follow up review on July 2017, specifically to review points 1 and 6.</p>
<p>6. Committee Updates</p>	<p>A. Board Development Committee Magdalena Casper-Shipp asked for interest in attending CCMA this year so she could complete board budget. Satina and Phyllis Bruno added courses through CDS are usually cheaper, closer and could be combined with other co-ops. There was further discussion.</p>

	<p>B. Owner Outreach Committee Marissa reported that she and Tom Howley met, and have a meeting with Satina this Wednesday to discuss staff involvement in previous MOOs. She proposed April 8th as a potential date for FinMOO. Magdalena, as main presenter, verified she was available.</p> <p>C. Policy Committee Charles Delman reported he and Ted met but no decision was made. He advised he is still working on the out of compliance review.</p> <p>D. Democracy Project Working Group</p> <p>Action Taken The board unanimously approved the edited 6 month goals of the Democracy Project as discussed earlier.</p>
<p>7. Board Admin</p>	<p>A. Meeting location There was discussion about space for board meetings, reviewing previous spaces and current options. There was general consensus to pursue the Civic Center for all meetings in 2017, task assigned to Jeffrey Chandler.</p> <p>B. Financial Review working group Julie advised this working group will work with third party agency on financial review for 2016. Julie and Magdalena, as president and treasurer respectively, volunteered to serve on the working group.</p> <p>Action Taken The board unanimously accepts the members of the Financial Review working group.</p>
<p>8. Closing</p>	<p>A. Next meeting February 13, 2017 Watch for venue confirmation.</p> <p>B. Outreach calendar assignments Margaret Johnstone asked for newsletter suggestions.</p> <p>C. Other tasks and assignments</p> <p>D. Go around for comments</p>

	Satina advised January 19-22 are Owner Appreciation Days. Time allowed for open floor for comments from everyone.
Meeting Adjourned	At 8:15 pm by Julie Zilles