

## DRAFT MINUTES

FBFC Board of Directors Meeting 05-17-18

Meeting started at 5:37 pm and ended at 8:06 pm.

**Board members present:** Stephanie Swepson-Twitty (President), Josh Littlejohn (Vice President), Josh O’Conner (Secretary), Jennifer Heeder, Pauline Heyne, Danielle Goldstein, Adam Bowers, Veronica Sotolongo

**Board members absent:** Bob LeRoy (Treasurer), Kelly Fain

**Others present:** Bobby Sullivan, General Manager (GM); Jean Karpen, Board assistant; Owners –

**Paul Gallimore** will exit the Board at the end of tonight’s meeting.

### Meeting Summary:

- Annual meeting planning
- Monitoring reports reviewed: B1 Financial Condition, B6 Staff Treatment and Compensation
- Executive session to discuss personnel

### Calendar Dates:

- May 31 – Customer Appreciation Day
- June 4, Annual Owners’ Meeting – 6 to 8 pm at the YMI Cultural Center auditorium
- July 26 – Customer Appreciation Day
- August 25 – Truckload sale

**Approve agenda:** Approved with the addition of an executive session item regarding real estate, and correction to approve April minutes rather than March minutes.

**Approve minutes of April 19, 2018** approved as presented.

**Owner Comments:** none

### Annual Owners’ Meeting:

- Jennifer will draft agenda by May 21 & send to Board for approval/input.
- Kelly will add a statement to the website that applications for Board positions are due by 9 pm. Sunday, June 3.
- Future agenda item – It was suggested that the bylaws be revised to include a deadline for submission of Board applications.
- Stephanie will contact new Board applicants to request that they attend the Annual meeting (arrive by 5:50) and be prepared to make a brief statement to introduce themselves to owners.
- Discussion of whether to ask applicants to submit a photo. Consensus – We will not ask for a photo.
- Awards to be given at the meeting (first annual awards)
  - Democratic participation
  - Staff appreciation (staff pick)
  - “Conscious consumerism” – merchant award
    - Adam will draft criteria for this merchant award & will send to Board for approval.
  - Final decision about awards by May 22.
- Development update will be part of the GM Report.
- Have a station where owners can write notes of thanks/commendation to staff.
- Equal Exchange rep will be at the meeting with samples of coffee, tea, & chocolate.

**Monitoring Report:** .B1 Financial Condition and B6 Staff Treatment and Compensation were both deemed reasonable and acceptable. Board members requested a copy of the employee grievance procedures. Bobby will send. The Board received a request from the publication “Capital at Play” for the coop to advertise in their health issue. Bobby will handle this.

The Board discussed the use of social media for marketing. Suggestion to have monthly give-aways

**Executive Session** was held to discuss real estate.

**Executive Session** was held to discuss personnel.

**Agenda items not covered or unfinished:** none

**Additional items for next month’s agenda:** Discussion of Board discount/cost-cutting measures.

**Next meeting will be June 21, 2018 at 5:30 pm.**

Jean Karpen, Board Assistant