

MINUTES

FBFC Board of Directors Meeting 8-22-19

Meeting started at 5:30 pm and ended at 7:02 pm.

Board members present: Pauline Heyne (Co-President), Josh O’Conner (Co-President), Adam Bowers (Treasurer), Jennifer Heeder (Secretary), Josh Littlejohn, Zan Naar, Christa Hamilton, Paul Schulman.

Board members absent: Danielle Goldstein, Ashley See

Others present: Clare Schwartz, Outreach Coordinator; Jean Karpen, Board assistant; Owners – Paul Bak

Meeting Summary:

- This meeting is primarily an orientation for our 3 new Board members.
 - Basic information
 - Communications
 - Expectations
 - Current areas of focus
 - Finance committee overview

Calendar Dates:

- Aug. 28 – Customer Appreciation Day
- Sept. 19 – Board meeting will include a financial workshop presented by Bob LeRoy.
- Oct. – Owner Drive
- Oct. 5 – Asheville Greenworks “Root Ball” - we are a sponsor.

Approve agenda: Approved as presented

Approve minutes of 7-18-19 approved as presented

Owner Comments: Paul Bak suggested that Board members wear name tag when in the store to identify that you are a Board member.

Orientation for new Board members:

- Basic info - Board speaks with one voice, we don’t deal with operations, our job is to look out for finances & make sure GM is doing his job. We manage GM by policy.
- Introduction to Google Drive – minutes, board meeting documents, Board training documents. Submit questions about reports at least 2 days prior to meetings.
- Introduction to Trello as a communication platform. It was requested that, as a future agenda item, we have a discussion on the structure and use of Trello.
- Expectations of Board members – attend Board meetings, be prepared by having read all documents beforehand. Recognize we are ambassadors of the co-op.
- What is the Board currently working on?
 - Being more organized, more streamlined, timeliness
 - Streamline Drive & Trello
 - Build Board – recruit applicants
 - Ways to further engage owners
 - Expansion – how to make the store the best it can be.
 - What’s happening in other food stores
 - Keep an eye on financial health of the co-op

- GM Contract & Monitoring Reports- ongoing
- Clarify board positions and roles, particularly officer roles, and “job” descriptions.
- Board-sponsored events
- Content of Annual meeting
- Equitable pay issues
- Committee structure
- Adam gave a brief overview of the finance committee function and current activities.
 - Committee meets 2nd Thursday after quarterly report is ready, 3:00 to 4:30 pm. Next meeting will be in November. Review of report is given quarterly to Board.
 - We are looking for a local firm to do our annual audit. Draft RFP coming soon. Board would like input into the firm that is chosen.
 - Question about what property we own – we currently own this lot & the corner lot, still paying on LaZoom property & part of the “pit” parking area.

Miscellaneous:

- Clare will restart the co-op newsletter – E-buzz. She requests an article from the Board for the newsletter by October.
- Jennifer offered to be available to new Board members for any questions.

Additional items for next month’s agenda:

- Future agenda items
 - Bylaws workshop presented by Bob LeRoy

Next meeting will be September 19, 2019 at 5:30 pm.

Jean Karpen, Board Assistant