

## MINUTES

FBFC Board of Directors Meeting 4-19-18

Meeting started at 5:40 pm and was held open to continue executive session on 4-30-18 (At a later date, the continued meeting was changed to 5-7-18.)

**Board members present:** Stephanie Swepson-Twitty (President), Josh Littlejohn (Vice President), Bob LeRoy (Treasurer) – via phone, Josh O’Conner (Secretary), Jennifer Heeder (via phone), Pauline Heyne, Kelly Fain, Danielle Goldstein, Adam Bowers, Veronica Sotolongo

**Board members absent:** Paul Gallimore

**Others present:** Bobby Sullivan, General Manager (GM); Jean Karpen, Board assistant; Clare Schwartz, Outreach Coordinator

Stephanie will step down as President of the Board after the upcoming election.

Josh L will remain in his position as vice president.

### **Meeting Summary:**

- Trello discussion
- Monitoring Report B2 Planning and Budgeting reviewed
- Annual Owners’ Meeting planning
- Executive session to discuss personnel

### **Calendar Dates:**

- April 21 – Truckload sale
- May 13 - LEAF
- May 31 – Customer Appreciation Day
- June 4 – Annual Owners’ Meeting at YMI auditorium, 6:00 – 8:00 pm.

**Approve agenda:** Approved as printed

**Approve minutes of 3-15-18** approved as presented.

**Owner Comments:** none

**Trello – check in** – Discussion of this communication format.

- General agreement that it is going well.
- Josh O will update/clean up the site.
- Jean will post link to Board meeting docs on Trello and will send link via email as well.
- Board agreed to use email only for the most urgent issues.
- Josh O will research the possibility of using a group texting app.
- Board members are asked to use voting box to indicate they have read meeting documents. Josh O will set that up.
- Jean will post action items on Trello.
- Josh O has set up a mechanism for online voting for the upcoming Board election.

**Monitoring Report:** B2 Planning and Budgeting – report was deemed reasonable and acceptable.

**Annual Owners’ Meeting:** Planning discussion:

- Jennifer, Josh O, Danielle, and Pauline are up for re-election.

- Suggestion to review and clarify the bylaws requirements for term limits, partial terms, etc.
- Idea to use the NCG (National Cooperative Grocers) theme “Customers – the heart of the co-op” for our break-out sessions.
- Start a thread on Trello to come up with a topic for each small group. Arrange the break-out schedule so that attending owners can participate in multiple small groups.
- Need bios from all Board candidates.
- Since owners can’t vote unless they join or renew by 30 days prior to the meeting, it seems reasonable that candidates must also join or renew by that time frame. We need to make sure owners are aware of these deadlines. Jean will check minutes for prior decisions about deadline dates for candidate declaration.
- Suggestion to offer May Board meeting as a “training” for board candidates.
- Potential candidates will be referred to Josh O or Kelly for any questions.
- By April 28, Bob will craft language for a proposed amendment to the bylaws to broaden our language of inclusion/diversity.
- Suggestion to make the meeting a ticketed event, so we have some idea how many will be attending. Ticket could then become a raffle entry. Raffle basket with co-op items.
- Eventbrite could be used to set up registration/ticketing for the meeting.
- Suggestion to start a tradition of awards (showing up for the annual meeting, shopping, showing up to Board meetings, staff pick, etc.) Need to decide what we want to recognize for these awards.
- Suggestion for one of the break-out groups to be a place where owners can write notes to staff members.

**Agenda items not covered or unfinished:** Executive session continued to April 30 (later, meeting date was changed to May 7).

**Additional items for next month’s agenda:** Finalize plans for Annual Meeting

**Next meeting will be May 17, 2018 at 5:30 pm.**

Jean Karpen, Board Assistant