

MINUTES

FBFC Board of Directors Meeting 1-17-19

Meeting started at 5:34 pm and ended at 8:04 pm.

Board members present: Pauline Heyne (Co-President), Josh O’Conner (Co-President), Veronica Sotolongo (Vice President), Bob LeRoy (Treasurer), Adam Bowers (Treasurer-Elect), Jennifer Heeder (Secretary), Kelly Fain, Josh Littlejohn, Danielle Goldstein, Ashley See (via phone)

Board members absent: Stephanie Swepson-Twitty

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

Meeting Summary:

- Finalize retreat plans
- Finalize plans for Feb. 5 “Meet & Greet”
- Annual meeting set for Wednesday June 5, 4:00 pm to 6:00 pm, venue TBD
- Monitoring Report B2 reviewed and approved
- Development Update
- Decision to not renew CDS Contract for 2019
- Executive Session to discuss personnel

Calendar Dates:

- Feb. 5 – Meet & Greet and Board recruitment 4:00 pm to 6:00 pm in the MLC
- Feb 14 – Customer Appreciation Day
- Feb 26 – Co-op Board retreat
- March 23 – Truckload sale. Plan to do pre-orders this time.

Approve agenda: Approved as printed.

Approve minutes of 12-13-18 approved with correction of date for “Meet & Greet” – Feb 5 rather than Feb 4.

Owner Comments:

Josh L – Is there a list of items available for bulk ordering? It would be good to have that information online.

Note: You can bulk order anything that is in the UNFI catalog, including items we don’t normally carry. The UNFI catalog is available in the store.

Bobby – We lost a few items in the grocery reset. This year we will be focused on category management – stocking items that sell well.

Several owners/Board members complimented recent store resets.

Board Retreat: Will be held at Blue Ridge Assembly, 10 to 4, Feb. 26.

- Agenda:
 - Team-building activity led by Blue Ridge Assembly staff
 - Expansion discussion – led by Bobby & Sage
 - Board Development – led by Pauline & Josh O
 - “What it means to be a co-op owner” – led by Ashley & Adam
 - Evaluation

- All Board members are asked to read the NCG Consumer Survey which is in the retreat folder in Drive. If there is time, we will discuss notable info and how it relates to our future.
- Bobby will send expansion notes from July meeting/retreat. Please read prior to retreat.

Feb 5 Meet & Greet and Board recruitment event:

- Have paper applications on hand
- Discussion of staff members serving on Board. Some considerations are – conflict of interest, recusal. Committees may be a better place for staff involvement. Could have staff attend a Board meeting.
- When thinking about Board recruitment, have a clear plan of how we engage the public – for example, a person joins the co-op, attends annual meeting & other events, if they show interest, then invite them to apply for a Board position. Create an engagement flow.
- Reach out to previous candidates Diana Davidson & Mark Goldstein with personal invitation to attend.
- Clare will look for the list of 2018 Annual Meeting attendees. Consider calling attendees to let them know about this event. Pauline will write a script for phoning.
- Provide a way for attendees to give feedback on this event.
- Encourage staff to attend.
- No formal agenda, no “meeting,”
- Clare will make name badges for Board listing “Owner since…” and “Board member since…”
- Provide sign-up sheet – “Are you interested in being on the Board?”

Annual Meeting:

- Meeting set for Wednesday, June 5, 2019. Venue to be determined.
- Jennifer will present ideas for projects/activities for children (childcare in a separate space).
- Suggestion to include some type of activity for children ages 10 and older for some part of the regular meeting – focus on ownership, education about co-ops, etc.

Monitoring Report: B2 Planning and Budgeting report was reviewed and approved. Several questions were addressed.

GM is planning ways to decrease the use of throw-away plastic containers. Need education about use of the bulk room. Adam offered to write up instructions, which can then be posted, about how to use the bulk section, possibly including photos.

Development Update: Bobby will send out notes from the July expansion retreat. It was agreed to keep “Development Update” on the agenda, 10 minutes each month, which can be expendable if there is nothing to report.

CDS Contract: Decision was made to move to a-la-carte consulting services. Pauline will notify Jade that we will not continue the same consulting contract we’ve had for several years.

Executive Session to discuss personnel

Agenda items not covered or unfinished: Elections/Nominations committee update

Next meeting will be February 21, 2019 at 5:30 pm.

Jean Karpen, Board Assistant