

DRAFT MINUTES

FBFC Board of Directors Meeting 4-18-19

Meeting started at 5:41 pm and ended at 8:04 pm.

Board members present: Pauline Heyne (Co-President), Josh O’Conner (Co-President), Bob LeRoy (Treasurer), Adam Bowers (Treasurer-Elect), Jennifer Heeder (Secretary), Ashley See

Board members absent: Veronica Sotolongo (Vice President), Kelly Fain, Josh Littlejohn, Danielle Goldstein,

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

Meeting Summary:

- Monitoring Report B2 Planning and Budgeting approved.
- Annual meeting planning
- Nominations & Elections report – 3 open Board seats this year
- Discussion of what is most important to the Board
- Executive session to discuss personnel

Calendar Dates:

- May 4 – Local BBQ grilling outside
- May 21 – Customer Appreciation Day
- June 5 – Annual Owners’ Meeting at YMI Cultural Center
- June 22 – Truckload sale (preorders required)
- June – one-day blueberry sale, date TBA
- Plan to do local grilling on the 5th of each month, in conjunction with 5% off day

Approve agenda: Approved as printed

Approve minutes of 3-21-19 approved as presented.

Owner Comments: Rusty read a prepared statement (see attached).

GM Report: Information from the NCG (National Cooperative Grocers’) spring meeting – NCG has a new ends policy, a new CEO, and NCG’s success is now linked to individual stores’ success.

Monitoring Report: B2 Planning and Budgeting report was reviewed and approved.

Annual Meeting:

- Pauline has posted language for postcard in Annual Meeting folder on Drive, ready for input from Board. Finalize and send to Clare by April 22.
- Ballot will be mailed by June 12. Allow 3 weeks for voting. Balloting will end on July 12.
- Discussion of how to handle child care for the meeting. Decision: Child care will be provided by the co-op with co-op-related learn-and-play activities.
- Clare will check with Eventbrite to find out the cost for adding a response for “need child care.”
- Add Eventbrite to all communication/promotion about the annual meeting.
- Food: start at 5:00. Have local vendors provide samples, local food: co-op will provide a big salad, cheeses, etc.
- Business meeting will begin at 6:00 and end by 7:30.

- “After party” will be at LaZoom.
- “Best of... Awards” – Adam will prepare trophies for co-op awards.
- Bobby will provide a short expansion update.
- Suggestions – no firm decisions:
 - have owners list local businesses they want co-op to partner with.
 - Have Q & A session rather than break-out groups. With break-out groups, there is an advantage to having owners interact with each other.
 - Consider broadcasting on Facebook Live.
 - Suggestion - Owners sharing stories of how they came to the coop. Post on YouTube or record during break at meeting.
- Provide big sheets for owners to write on: “What do you want us to carry?” “What do you want us to know?” and/or other questions.
- Decision to have Board members give info – facts & figures - about the coop rather than Bobby giving all info. Bobby will draft a list of topics (including Ends) so each Board member has an item to present at the meeting. Continue this discussion at May Board meeting.

Nominations and Elections

- Input has been given for revised application. Josh O will finalize and send to Jean.
- There are 3 open Board seats this year.
- Applications will be posted in Drive for all to review. Communicate via email with any comments.
- Need to promote openings heavily now.
- Josh O. will also put application in Google Forms.

Discussion: What is most important to the Board

- Timeliness – getting things out on time, tasks done on time. Suggestion to have Action Item Review as part of the meeting agenda. Jean will resend action items 2 weeks after meeting and again when the agenda comes out, usually one week prior to meeting.
- Request for feedback on items to be discussed before the day of the meeting.
- Revival of committees - involve owners, staff, board. Have clear guidelines, roles, and functions; provide clear reporting to Board.
 - Finance committee is working on dates for meetings for the year. All are encouraged to attend.
 - Chair has discretion to set meeting dates. Whoever is available can attend. Set standing meetings. Publicize date, time, location.
 - Set up engagement activities. Use technology so owners can identify their interest in committees. Call to personally invite owners who express interest to attend.
 - Suggest sign-up sheet by the time clock.
 - Consider online survey. How to figure out which committees would be of interest.
 - Suggestion to ask for input at annual meeting.
 - Make sure we have committees that would be of interest; include a listening component. (Example Inclusion & Outreach committee) (Example – committee focused on reducing use of plastics in the store.)
 - Suggestion to have one committee which may identify potential new Board members.
 - Continue this discussion with full Board.
- Create Google Docs for discussions – easier for all to access. Need to have Google Drive better organized.

Executive Session to discuss personnel

Miscellaneous:

- Reminder - request to provide a mechanism for owners to ask questions online.
- Board members are reminded that Clare is not on Trello; make sure she gets pertinent information.
- Our auditors (Wegner Associates) have suggested that we not offer a patronage rebate this year.
- Bobby has requested a store audit to be conducted by NCG staff and a group of GMs. This will provide a fresh set of eyes to look at all aspects of our operation (optimize customer experience, look at possible new products, audit our messaging, etc.).

Agenda items not covered or unfinished: Request to continue discussion of Board committees when we have the full Board present

Additional items for next month's agenda:

- Finalize plans for Board members to speak at annual meeting.
- Finalize all details of annual meeting.

Next meeting will be May 16, 2019 at 5:30 pm.

Jean Karpen, Board Assistant