

## MINUTES

FBFC Board of Directors Meeting 12-13-18

Meeting started at 5:35 pm and ended at 8:00 pm.

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

**Board members absent:** Jennifer Heeder (Secretary)

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

### Meeting Summary:

- Planning for January 26, 2019 Board retreat, agenda set, topic leaders identified.
- Discussion – election/nomination process; recruitment event set for Feb. 4
- Annual meeting initial planning
- Monitoring reports B1 and B3 reviewed and approved
- Discussion of Board committees – discussion to be continued.

### Calendar dates:

- Jan 26 Board retreat
- Feb. 5 Board recruitment event at co-op

**Approve agenda:** Approved as printed

**Approve minutes of 11-15-18** approved as presented.

**Owner Comments:** none

**Board Retreat:** January 26, 10:00 am to 4:00 pm

- Danielle will be the point person for the retreat.
- Adam will contact Blue Ridge Assembly as a venue and for team-building activity.
- Bobby will arrange lunch and snacks.
- Topics for agenda: Leaders will, within the next two weeks, prepare and present an outline of what is to be covered. Approximately one hour for each topic; build in time for discussion.
  - Expansion Update – Bobby will lead
  - Board Development and Recruitment – Josh O and Pauline will lead
  - What Does Ownership Mean? – Ashley and Adam will lead
- Josh L will create an evaluation metric, send to Board for input/approval.
- All are asked to read the NCG Consumer Survey report which is in the Retreat folder in Drive. Post any questions beforehand in Trello.

### Election Process:

- Check for posts on Trello under “Board member action required” – look for standard personality test and cultural profile to be completed by all before the retreat. Email results to Josh O.
- Elections/Nominations committee meeting to be set and Board notified after Doodle poll results. Will look at previously-established timeline, update application, create guidelines for candidates’ speeches.

- Document for Board member recruiting (for identifying prospects) is in Drive (link in Trello)
- Board members are asked to identify 2 potential recruits; bring names to January Board meeting.
- Need to identify our current skills, then discuss what we are looking for in new recruits.
- Consider email to owners to ask, “are you interested” in serving on the Board.
- Diversity is important.
- Clare – it would be helpful to have a calendar/schedule of messaging – messages to be sent to owners, to make sure we’re informing owners of everything we want them to be aware of. Suggestion to create “blurbs” to send to Clare (could do this at the retreat). Ashley offered to help create content.
- Suggestion: Think about our own personal stories & why we serve on this Board. Put this information out to owners as encouragement.
- Board recruiting event scheduled for Feb 5. Point person is Ashley.

**Annual Meeting** – Point person is Veronica; she will lead future discussions at meetings.

- Veronica will come up with date & venue options to present at the next meeting.
- Board agreed to set the 2019 meeting on a weeknight this in early June.
- Be sure to have a microphone and to provide childcare. Include “owner awards.”
- Veronica and Kelly will look at major Asheville event dates when considering options.
- Set meeting agenda & have a run-through beforehand; use Eventbrite.
- List set up on Trello for details of annual meeting.

### **Expansion Update:**

- Board members are asked to review & give feedback on proposed language for the Expansion Update to be posted on the website. (See Trello)
- Walk-through of the property will be planned, particularly for new Board members.
- Bobby will circulate notes from the July Expansion meeting/retreat.
- Request to keep Expansion on the agenda each month.
- Make sure Board has all pertinent information; clarify roles: maintain solid communication, going forward, between Board & management.
- There are key decisions to be made.
  - How feasible/possible is it to do what we want to do?
  - Find out limits of what’s possible in this location.
  - Take steps to ensure we’re still operating 25 – 50 years from now.

### **GM FYI Report/Monitoring Reports:**

- Suggestion to approve documents in advance of Board meetings. Will still deal with question or any discussion needed at meetings.
- Reports B1 Financial Condition and Activities, and B3 Asset Protection were reviewed and approved.

### **.Board Committees:**

- Currently have Executive committee and Elections/Nominations committee.
- Frustration with numerous failed meetings.
- Suggestion - give assignments/monthly duties to committees. Allow some decisions to be made in committee, then committee makes recommendation to be approved by the Board.
- Proposal: Bobby, Sage, Bob & Adam meet to prepare for the Board meetings. Adam & Bob present to Board. There was general agreement with this proposal.

- Need actionable items, for example, GM contract. This could be done more efficiently in committee. Would need more agenda planning in advance to address tasks well ahead of time. In the past we've had success with straightforward tasks (for example, Bylaws committee work). So, need to come up with clear tasks (such as Annual Meeting planning).
- Suggestion to define committee structure:
  - Include a review process
  - Determine how committees will report to the Board
  - Outline/define expectations
  - List names of committee members
- Pauline will be point person. Look at past agendas for what could have been handled in committee.
- Suggestion to have a "Board Events" committee.
- Suggestion for Annual Meeting Planning committee – bring in non-Board members who might then be interested in serving on the Board in the future.

**Agenda items not covered or unfinished:**

- Board committees
- Finalize retreat plans
- Finalize plans for Feb. 5 recruiting event
- Set Annual Meeting date

**Additional items for next month's agenda:** Request to keep Expansion on the agenda each month.

**Next meeting will be January 17, 2019 at 5:30 pm.**

Jean Karpen, Board Assistant