

Common Ground Food Co-op  
 Board Meeting Minutes  
 June 12, 2023  
 6:15 pm to 8:15 pm  
 Common Ground Food Co-op Classroom/Google Videoconference

Present: Sandy Budde, Ben Galewsky, Blake Hackler, Ming Kuo, Morgan Montgomery, Andrew Muller, Robert Taylor, Calvin Wang

Absent: Jon Barnes

Others Present: Gary Taylor, General Manager  
 Jeffrey Chandler, Minute Taker

<b>Proceedings</b>	
<b>Meeting called to order</b>	<b>At 6:19 pm by Robert Taylor</b>
<b>1. Preliminaries</b>	<p><b>A. Guests/Owners</b>          Gary Taylor, General Manager          Jeffrey Chandler, Minute Taker</p> <p><b>B. Public Comment</b></p> <p><b>C. Agenda Amendments</b>          Adding proposed amendment to board policy C8 to internal monitoring.</p>
<b>2. Board Study</b>	None
<b>3. Consent Agenda</b>	<p><b>A. May Meeting Minutes</b></p> <p><b>B. Treasurer's Report</b> (both April and May)</p> <p><b>Action Taken</b>          The board unanimously approved the Consent Agenda.</p>

<p><b>4. Monthly Operations Report and Financials</b></p>	<p><b>A. Monthly Operations Report &amp; Financials</b></p> <p>Gary Taylor reported that May saw a good increase in new owners. He advised he hired new department assistant managerial who previously worked for competitors, which indicates the coop’s competitive position in the local grocery talent pool. Gary noted he participated in a recent Active Shooter training through the police department. He provided quick updates from the HR, marketing, and financial departments. There was discussion regarding a failed dairy cooler and the insurance claim on lost product. Gary further reviewed additional performance metrics.</p> <p>Gary discussed overall and departmental financial performance. Gary plans to do full pricing audits in all departments. He discussed the need to adjust some departmental goals to more reasonable targets based on historical performance and industry standards.</p>
<p><b>5. GM Monitoring</b></p>	<p>None</p>
<p><b>6. Internal Monitoring</b></p>	<p><b>A. C8 Policy Amendment</b></p> <p>Andrew Muller proposed a change to the wording of Board Policy C8 (included with the Treasurer’s Report).</p> <p><b>Action Item</b></p> <p>The board unanimously approved the policy amendment as proposed.</p> <p><b>B. BMR D4 Monitoring GM Performance</b></p> <p>Robert Taylor reviewed the monitoring report requirements, guidelines, and processes. No changes to the current process were proposed.</p> <p><b>C. 2024 Financial Review or Full Audit Decision</b></p>

	<p>Gary reviewed the difference between a financial review and a full audit. An audit is generally recommended every three years or when a new accountant has been hired. Gary advised a new accounting company has been chosen. Last year an audit was performed and this year a financial review. Following a three-year rotation, next year calls for a financial review.</p> <p><b>Action Taken</b> The board unanimously voted to have a financial review performed for 2024.</p> <p>Robert advised the board should review all the board policies and processes prior to the annual compliance evaluation at the July meeting.</p>
<p><b>7. Committee Updates</b></p>	<p><b>A. Owner Outreach</b> Morgan Montgomery advised there is no report.</p> <p><b>B. Board Development</b> Ben Galewsky advised MOO planning to be discussed later in the meeting.</p> <p><b>C. Store Development</b> No report.</p>
<p><b>8. Initial MOO Planning</b></p>	<p>Robert confirmed the MOO will be held September 14<sup>th</sup>. There was a consensus that the MOO should be held in person this year if possible. There was discussion about ways to incentivize people to attend in person. Additional ideas were shared about menu options, engaging activities and presentations. There was discussion about potential venues. Sandy Budde asked about surveying owners to see what they would like to see. Robert suggested a newsletter article with a feedback option to solicit input. Gary will</p>

	<p>bring the staff contributors into the planning discussions.</p> <p>Ben asked for assistance from a board member(s) not seeking re-election to help review the board packet, calendar, and the nomination process. Morgan Montgomery and Sandy Budde volunteered to assist.</p>
<p><b>9. Closing</b></p>	<p><b>A. Next meeting July 10th, 2023</b></p> <p><b>B. July Newsletter:</b> Robert to write about the MOO and solicit owner feedback.</p> <p><b>C. Other Tasks and Assignments</b> Andrew Muller reminded the board that they can take a cooking class.</p> <p><b>D. Check-out</b> There was discussion about how the board meetings have been functioning without a required board study. General feelings that board studies are effective when necessary but are not always necessary.</p> <p><b>E. Board Bits:</b> MOO planning, Elections, GM Monitoring</p>
<p><b>Adjourned</b></p>	<p><b>At 7:21 pm by Robert Taylor</b></p>