

Common Ground Food Co-op
 Board Meeting Minutes
 December 14, 2020
 6:15 pm to 8:15 pm
 Zoom Videoconference

Present: Brandon Boys, Colin Dodson, Ben Galewsky, JP Goguen, Ming Kuo, Taidghin O'Brien, Evelyne Tardy, Robert Taylor, Calvin Wang

Absent: None

Others Present: Gary Taylor, General Manager
 Carmen Doerr, Finance Manager
 Jade Algarin, Owner
 Jeffrey Chandler, Minute Taker

Proceedings	
Meeting called to order	At 6:16pm by Robert Taylor
1. Preliminaries	<p>A. Guests/Owners Gary Taylor, General Manager Carmen Doerr, Finance Manager Jade Algarin, Owner Jeffrey Chandler, Minute Taker</p> <p>B. Public Comment Colin Dodson advised they are running for Urbana City Council. They will resign from the board as of December 31st in order to focus on their campaign. They will continue secretarial duties through the month and then to hand off the documents when complete. They thanked the board for the experience as the first staff board member.</p> <p>C. Agenda Amendments None</p>
2. Board Study	<p>A. Cooperative Conflict Partnership Evelyne Tardy reviewed the project with elizaBeth Simpson thus far. The next steps can proceed with or without elizaBeth's continued consultation. Brandon Boys reviewed an email of feedback he previously sent to the board. He noted his concerns are with contract management in regards to authorization and written agreement. Evelyn</p>

	<p>noted there is no contract, but elizaBeth noted all her previous work with the co-op was established by verbal agreements. Board members reviewed the official board votes that took place earlier this year. Calvin confirmed what has been paid. There are discrepancies in what was approved and for what the co-op has been billed. Brandon recommended that the agreement with elizaBeth be closed today and discuss how to move forward. There was discussion as to whether the board is obligated to form a strategic plan with consultation, and the determination was no. There was general agreement that elizaBeth should be paid for what has been billed. There was additional discussion about how to proceed and what to produce with the information gathered through this project. Robert Taylor will follow up with elizaBeth in regards to providing a complete survey analysis and whether that has already been paid for or would incur an additional cost, as well as, providing a final invoice.</p> <p>The board agreed each committee would review the information from the project and report back to the board in January 2021 on how they can apply the information within their committee.</p>
<p>3. Consent Agenda</p>	<p>A. Public Minutes from November Meeting B. Monthly Financials C. GM Operational Update (MORe)</p> <p>Action Taken The board unanimously approved the consent agenda as a whole.</p>
<p>4. GM Monitoring</p>	<p>A. EL B1 Financial Conditions & Activities This is a review of the revised report from the prior month.</p> <p>B. EL B2 Business Planning and Financial Planning This is a review of the revised report from the prior month.</p>

	<p>Ben Galewsky clarified the board is not approving a budget, but indicating that they have seen a budget and had the opportunity to provide feedback. Calvin Wang asked for clarification on the quarterly sales projections for FY 2021. Gary Taylor noted that FY 2021 planning is based on 2019 figures for sales distribution, but a combination of over/under ratios due to the timing of COVID-19 impacts in 2020.</p> <p>Action Taken The board unanimously accepted both policies as in compliance.</p>
<p>5. Board Monitoring</p>	<p>A. Board Process C7 – Committee Principles Brandon asked how the Visioning Working Group fits within this policy. Robert clarified the group is a working group with no decision or spending power. Robert reviewed historical purposes of the working group and his intention for their focus this year. Brandon notes that he thinks a group who discusses large future projects or decisions for the board should be established and have a charter. There was general agreement. Ben noted the policy committee would discuss revision to the working group policies. Brandon noted another option would be to make the long-standing working group into a committee.</p> <p>This policy will be evaluated for compliance in July 2021.</p>
<p>6. Committee Updates</p>	<p>A. Board Development Committee JP Goguen noted the committee has not met, but hopes to meet this week.</p> <p>B. Owner Outreach Committee Evelyne reported the committee has not been able to meet, but will prior to the next meeting. Ming noted she had thoughts on the charter for this committee. Robert asked for committee to send in their charter for electronic discussion and vote.</p> <p>C. Policy Committee</p>

	<p>Ben advised the committee is using a program called Loomio to review and vote on policy issues. He further noted the committee is looking into more public transparency. Discussion about a policy limiting committee membership to four, and this committee currently has six members. Colin noted he is resigning. Ben noted a change to the charter is required and would be presented to the board.</p> <p>D. Visioning Working Group Robert noted per the previous discussion the working group will begin work on a charter.</p>
<p>E. Board Admin</p>	<p>A. Monitoring Calendar Robert noted errors on the calendar and that he would send a revision to be approved. Calvin asked who determines this calendar, previously responsibility was reviewed, but currently the President brings a calendar to board for approval.</p> <p>B. Treasurer Report Calvin reviewed the report he provided prior to the meeting. He noted limited changes to the budget Magdalena Casper-Shipp provided previously. He advised there should be some budgetary freedom to pursue basecamp alternatives.</p> <p>Action Taken The board unanimously approved the Treasurer’s Report.</p> <p>C. 2021 Board Budget</p> <p>Action Taken The board approved the 2021 Board Budget.</p> <p>D. Cooperative Conflict Agreement</p> <p>Action Taken The board unanimously approved the Cooperative Conflict Invoice for \$1100.75.</p>

<p>8. Closing</p>	<p>A. Next meeting January 11th, 2021</p> <p>B. Outreach Calendar Assignments Newsletter: Ming Kuo Evelyne offered to provide a sign-up Calendar for the Newsletter for the remainder of the term year.</p> <p>C. Other Assignments General discussion about having a second retreat session on January 23rd in the morning.</p> <p>D. Check-out Gary showed the Illini Radio Group's Best in Champaign in which the co-op ranked #1 grocery store and health food store.</p>
<p>Adjourned</p>	<p>At 8:12 pm by Robert Taylor</p>