

Common Ground Food Co-op  
 Board Meeting Minutes  
 December 11, 2017  
 6:15 pm to 8:15 pm  
 Urbana Civic Center, Urbana Illinois

Present: Karen Carney, Magdalena Casper-Shipp, Charles Delman, Margaret Johnstone, Keith McKenney, Karen Medina, Marissa Stewart, Kristin Walters, Julie Zilles

Absent: None

Others Present: Tim Sullivan, Interim GM  
 Sarah Buckman, Outreach Coordinator/Owner  
 Colin Dodson, Interim IT Coordinator/Owner  
 Olly Greer, Employee/Owner  
 Sam Ihm, Employee/Owner  
 Emily Stratton  
 Jeffrey Chandler, Minute Taker

<b>Proceedings</b>	
<b>Meeting called to order</b>	<b>At 6:15 pm by Julie Zilles</b>
<b>1. Preliminaries</b>	<p><b>A. Guests/Owners</b></p> <p>Tim Sullivan, Interim GM          Sarah Buckman, Outreach Coordinator/Owner          Colin Dodson, Interim IT Coordinator/Owner          Olly Greer, Employee/Owner          Sam Ihm, Employee/Owner          Emily Stratton          Jeffrey Chandler, Minute Taker</p> <p><b>B. Public Comment</b></p> <p>Olly Greer notes she is a new owner and employee and is interested in the board's duties, communication efforts with staff, and stipends.</p> <p><b>C. Agenda Amendments</b></p> <p>None.</p>
<b>2. Board Study</b>	<b>Owner Outreach</b>

Kristin Walters led a breakout session where guests and board members formed small groups to discuss aspects of owner outreach.

The first topic was to describe our current owner base. Groups reported descriptive words such as: ethical, engaged, active, health conscious, passionate, liberal, educated, vocal, invested, well off, middle-aged, white, price conscious, and foodies. It was noted a lot of the answers were focused on customers, but not necessarily owners.

The next topic of discussion was how we want our owners to feel after an outreach event. Groups shared the following: connected, engaged, heard, validated, enriched, important, satisfied, supported, inspired, appreciated, and a part of something bigger.

The group then discussed and reported things they want owners to do after outreach events, including: to shop more, to talk to their friends about the co-op, to give feedback, to self-explore, to participate, to vote, to come to board meetings, and to run for the board.

Kristin then led a further discussion to prioritize the things we want owners to do to give the committee direction. The first priority was to shop more, followed by deepening engagement, then volunteering and finally advocating for the co-op. Kristin then took additional input on what the board would like to be the goals of the committee. Attendees offered suggestions, including the following: tracking attendance metrics at different types of events to gauge effectiveness, educating co-op values and history, reaching out to potential new owners, correlate events and communication with staff, planning events focused on deepening connection with core values, and increased face-to-face interactions.

	<p>Kristin concluded by asking for feedback on ways the committee can change their current practices to better achieve their goals. Integration of communication plans with staff, holding more events offering volunteer opportunities to owners, and increased in-store presence were offered as suggestions.</p>
<p><b>3. Consent Agenda</b></p>	<p><b>A. Public Minutes from November Meeting</b>  <b>B. Private Minutes from November Meeting</b>  <b>C. MORE Report</b>  <b>D. Monthly Financials</b></p> <p>Charles Delman requested both public and private minutes be taken off for discussion.</p> <p><b>Action Taken</b>  The board unanimously approved items C and D.</p> <p>Charles noted changes to item 4A, and Julie Zilles noted she was included in the Lease Working Group.</p> <p><b>Action Taken</b>  The board unanimously approved items A and B as amended.</p>
<p><b>4. GM Monitoring</b></p>	<p><b>A. Interim GM Monitoring Report</b></p> <p><b>Action Taken</b>  The board unanimously approved the report as in compliance.</p> <p><b>B. EL B6 Staff Treatment</b></p>

	<p>Julie asked if “terminated” meant “fired,” and Tim Sullivan replied he means left the co-op for any reason. Charles asked what led Tim to determine the report was out of compliance. Tim responded that it was a difficult decision, but the turnover and loss of job knowledge led to a lack of information regarding HR policies and procedures. His declaration of non-compliance is based on the need to re-establish HR policies and procedures, which is a project he hopes to complete before he leaves, however actual treatment of staff is in compliance. Julie asked how the staff advocacy committee, currently on hiatus, will review these policies, Tim noted they would meet to review the policy manual as a special task. Charles advised a portion of the report should be updated to reflect the new policy. Julie also noted the board can vote to add additional monitoring of this policy if they feel it is needed.</p> <p><b>Action Taken</b> The board unanimously accepted the report with acknowledgement of non-compliance.</p> <p><b>Action Taken</b> The board unanimously voted to add another monitoring of this report in February 2018.</p>
<p><b>5. Board Monitoring</b></p>	<p><b>A. BP C7 Committee Principles</b> Marissa Stewart noted an issue with owner outreach. She feels there is a void on how to individually engage owners while maintaining the principle that no one board member speaks for the board. Julie noted she feels committees are working better than they have since she joined the board.</p> <p><b>Action Taken</b></p>

	<p>The board unanimously found themselves in compliance.</p>
<p><b>6. Committee Updates</b></p>	<p><b>A. Board Development Committee</b>  Magdalena Casper-Shipp, the chair of the committee, submitted a proposal for the board study calendar prior to the meeting. Julie noted this schedule can be changed later to accommodate board needs.</p> <p><b>Action Taken</b>  The board unanimously accepted the 2018 Board Study schedule.</p> <p><b>B. Owner Outreach</b>  Kristin, as chair of the committee, thanked those present for participating in the board study earlier. She also noted the board bagging groceries went well and will probably happen again.</p> <p><b>C. Policy Committee</b>  Charles, the chair of the committee, presented a revised GM contract prior to the meeting. He focused conversation on the definition of cause in GM Employment. Clarification on the word “cure” means a board approved plan to return to compliance. Charles notes severance is no longer in question if this portion is approved. There was discussion regarding the appropriate mile radius to be used for non-compete.</p> <p><b>Action Taken</b>  The board unanimously approved the GM Contract as revised.</p> <p><b>D. Visioning Working Group</b>  Julie, chair of the working group, noted there will be more updates in the January meeting.</p>

	<p><b>E. GM Search Committee</b></p> <p>Marissa, chair of the committee, reported the recruiter should have some candidates by the committee meeting next week. Julie reviewed the committee is charged with evaluating candidates, conducting phone/video interviews and then recommending finalists to the board.</p>
<p><b>7. Board Admin</b></p>	<p><b>A. Committee Charters</b></p> <p>Julie noted the charter outlines the committee's charges and what they are allowed to do alone and what requires board approval. GM Search committee charter review postponed until January. Policy, Owner Outreach and Board Development charters had slight wording simplification but duties and permissions remain the same. The Visioning Working Group is using the previous Democracy Project charter. Karen Medina noted she would like that charter to specifically mention a step of owner outreach and input. Julie noted the board study on visioning in January will help define what actions the committee will take. The charter for the Visioning Working Group was postponed as well.</p> <p><b>Action Taken</b></p> <p>The board unanimously accepted the charters of the Policy, Owner Outreach and Board Development Committees.</p> <p>Julie advised guests of executive session, and that they are welcome back after executive session is complete.</p>

<p><b>Lincoln Square Lease (continued)</b></p>	<p><b>Action Taken</b></p> <p>The board unanimously voted to support Tim's lease renewal proposal.</p>
<p><b>8. Closing</b></p>	<p><b>9. Next meeting January 8, 2018</b> Urbana Civic Center</p> <p><b>10. Outreach calendar assignments</b></p> <p><b>11. Other tasks and assignments</b></p> <p><b>12. Go around for comments</b></p>
<p><b>Meeting Adjourned</b></p>	<p><b>At 8:26pm by Julie Zilles</b></p>