

## BELFAST BOARD OF DIRECTORS MEETING

October 25, 2012

PRESENT: Mark Dittrick, Jeanne Gail, Betsy Garrold, Chris Groden, Debbi Lasky, Bindy Pendleton, Kip Penney, Meg Peterson, Phil Prince, Jerry Savitz, Janis Stone, Tony Swebilus, Zafra Whitcomb

GMs: Chris Grigsby, Joe Jordan

ABSENT: Wayne Kraeger, Paul Nyren, Mylisa Vowles

FACILITATOR: Phil TIMEKEEPER: Bindy VIBE-WATCHER: Jerry

ANNOUNCEMENTS: Mark Dittrick, in an email to Bindy, stated that he is resigning from the Board of Directors due to professional commitments. He will continue to serve on the Purchasing Policy committee as time allows.

It was announced yesterday that the Co-op has been selected for an Agricultural Sustainability Award from the Belfast Area Chamber of Commerce. The award will be presented at an event at a later date. Zafra also won an award in the Maine Home Brew competition.

MINUTES: Accepted as amended, 10 in favor, 0 opposed, 0 abstained.

Web version: no changes

MEMBER COMMENTS: Debbi, speaking as a member, thanked all who have send her good wishes and helped out since her accident.

GENERAL MANAGEMENT TEAM: Written report received. The Co-op outperformed expectations as to sales and staff handling of the summer rush. Especially exemplary are the combined sales of locally raised and produced food, over \$100,000 for September, and over \$1 million for the fiscal year. The GMT is now gearing up for holiday plans: thanksgiving turkeys, and staff holiday party scheduled Dec. 16. The NCGA is in the process of reforming its corporate structure to a LLCB (Limited Liability Corp –B.) This is a new kind of organization that includes social responsibility or the “triple bottom line.” The implications for us as a member are to indemnify NCGA in the event of a dispute over our own attention to the triple bottom line rather than pure profit goals.

FINANCE COMMITTEE: Written and chart reports received. Still finalizing the budget for FY 2013. Not only does the budget reflect accrual accounting, a method that records expenses as they occur rather than as they are paid, but also the committee is focusing on actual expenses and sales by department, rather than simply applying the same percentage growth to all. As to the line items for Board expenses, some Directors suggested that funds for education and travel be raised, due to the increased travel to NCGA-sponsored events. The results for growth in sales this year were so impressive, particularly for locally produced products like dairy, produce, meat, cheese and bread, that the committee is actively looking for ways to expand in conjunction with and input from other committees.

BOARD DEVELOPMENT COMMITTEE: Written report received. The committee made final plans for the “pre-retreat/potluck social” to be held at Jeanne’s home Sunday November 11 4 - 8 pm. During the team-building process, well lubricated and fed by pot-luck provisions, we aim to pick topic(s) for our winter retreat. Suggested topics are: triple bottom line policy; clarity on growth; facilitation at BOD meetings--a training? and policy making rather than micro-managing. At tonight’s meeting, the date of the formal retreat was narrowed down to January 12 or 19, to be decided depending on a member’s schedule. The committee got a start on finding ways to tighten up time-keeping in our monthly meetings. They proposed that the time-keeper give a 2-minute and a 1-minute hand signal to the facilitator, with the intention of keeping all committee reports to the time allotted on the agenda. The agenda-writer will not schedule time for ad hoc committees, nor extra time for standing committees unless notified.

**MEMBERSHIP COMMITTEE:** Written report received. The membership committee will be the hosts of the first "Meet and Greet" a tea-time conversation intended for members to interact and communicate with the board via one committee at a time, on Thursday November 15th at 4 pm in the cafe. They are also contributing an article in the newsletter on member volunteering and getting involved with the co-op and its board generally.

**BUILDING AND GROUNDS COMMITTEE:** Written report received. The committee also provided a list of a dozen and a half "needs" or "wishes" to be considered for improvement or expansion of our physical structure. All are expensive projects, and they ranged from A to W: aisle wider to walk-in, water run-off and workshop....reflecting safety, compliance, efficiency, customer experience and staff workspace. Soft costs such as a professional market study were not on the list. As members of NCGA, we can use the advice of Tom Snyder, their in-store consultant. NCGA will do a site visit early next year to do a comprehensive store audit, with the service of P J Hoffman, their store design consultant.

**LONG RANGE PLANNING COMMITTEE:** Written report received. The committee has made progress on finding a lawyer to work on the Non-Profit Organization (NPO): a letter of intent from Todd Ketcham, and a verbal offer from Bill Kelley to do any land transfer we may undertake. Members from each of the Long Range Planning, Building and Grounds, and Finance committees will begin meeting to clarify, prioritize, and plan future renovation and/or expansion. The LRP committee discussed their role in this process and concluded that they would naturally assume the market study and preparatory planning aspects, such as research for a feasibility or market study.

**MEETING REVIEW:** Improved on keeping on time and on task.

**HOMEWORK:** All committees will submit questions or information needed for a member survey to the membership committee.

Board Development reminds us that we will decide how to deal with requests for time extension in BOD meetings at our next meeting

Finance will have a budget to vote on next month.

Sign-up sheets for the holiday party: side dishes and desserts, set-up and clean-up are in the office opposite the time clock.

**NEXT MEETING:** November 15, note this is one week earlier due to Thanksgiving

Facilitator: Phil. Snacker: Bindy