

Belfast Co-op Board of Directors Meeting

July 27, 2017 6:00pm Waterfall Arts Building, Belfast ME

Directors Present: David Balicki, Ernie Cooper, Betsy Garrold, Shannon Grimes, Justin Howard, Violet Jastram, Alessandra Martinelli (president), Andrew Watkins

Absent: Ron Braybrook (vice president), Lindsey Schortz (treasurer), Zafra Whitcomb (secretary)

GM: Doug Johnson

Staff: Emily Berry (scribe)

Facilitator / Time-keeper: Alessandra

Agenda Review

The BOD agreed to allocate an additional 10 minutes to *GM Reporting*, making *GM Reporting* 40 minutes, *Board Administrative Matters* 45 minutes, and adding a 5 minute stretch break between the sections. The BOD agreed to change the topic of CBLD Q2 Report under *Board Administrative Matters* to FY2018 BOD Budget Draft. An executive session was added to the beginning of *GM Reporting*. With these adjustments, the BOD approved the agenda by consensus.

Announcements

Andrew has enrolled in the 2018 Trek Across Maine.

Shannon is on Waldo CAP's Community Needs Assessment steering committee, which will be conducting focus groups and surveys over a two month period.

Minutes of Previous Meeting

The minutes of the June 22, 2017 BOD meeting were approved by consensus.

Owner Comments

One owner commented that they would like the Co-op to host events such as cooking classes and education on the carbon footprints of our various products.

An owner would like to see the Co-op using humanistic marketing.

An owner inquired if there was a way to indicate if they had voted at the cash registers.

Another owner suggested that the Co-op bring in known chefs to host events and improve the deli menu. Additionally, this owner and others have commented that they don't like the digital signage, and the only other place they have seen such has been in fast food restaurants.

One owner suggested that there be a set time and day each week that directors table in the store.

One owner would like to see the entertainment integrated with the Annual Meeting.

Another owner suggested that the store have seasonal hours, open later in the summer, earlier in the winter.

An owner commented that with the new menu change the quesadillas have become skimpy.

Another couple that visit seasonally commented that they liked the changes to the store and it was good to see continuing progress.

Board Administrative Matters

Treasurer's Update

The finance committee meet with Deborah Hawkins of the Cooperative Fund of New England (CFNE) to discuss investing opportunities. Deborah also offered financial literacy training for the BOD or Co-op staff.

The Co-op did make a profit in June and is on track to potentially break even for the year. The finance committee discussed plans with the GM for stabilizing labor costs.

D3 – Delegation of the GM

The BOD accepted by consensus D3 – Delegation of the GM as in compliance.

D4 – Monitoring GM Performance

The BOD accepted by consensus D4 – Monitoring GM Performance as fundamentally in compliance with a plan for a more timely GM evaluation.

C6 – Officers' Roles

The BOD accepted by consensus C6 – Officers' Roles as in compliance.

FY2018 BOD Budget Draft

The BOD reviewed the rough actual numbers for FY2017 to begin projecting for FY2018.

2018 BOD Calendar

Each month the calendar delegates an educational topic for the BOD to explore. The BOD suggested circulating an article or video pertaining to the educational topic before the monthly meeting and setting aside time in the agenda to discuss it.

Membership Committee

The committee changed its name to Owner Engagement.

Online Voting

The owner engagement committee received two proposals for online voting, one from Survey & Ballot Systems and another from Simply Voting. The discussion among the directors regarding online voting focused on whether contracting out the work to have an e-ballot would be worthwhile versus keeping the solely paper ballot system and employing someone to administer the voting processes thus supporting the local economy. In the end, the directors took the stance that having access to an e-ballot would be a way to reach the Co-op's seasonal owners, as well as create a more robust democratic process.

The BOD agreed by consensus to give the owner engagement committee the task of choosing and purchasing one of the two online voting systems for the 2018 election cycle.

Election of Officers

The BOD accepted by consensus the appointment of Alessandra Martinelli to the office of president; Andrew Watkins to the office of vice-president; Lindsey Schortz to the office of treasurer; and Zafra Whitcomb to the office of secretary, for the 2017 term.

Executive Session

The BOD adjourned to executive session for a discussion of real estate matters. No decisions to record.

GM Reporting

Operations Update

Produce management has been temporarily taken over by Michael Walter, former GM of Rising Tide Community Market, until early September. Michael will focusing his time here in compiling best practices for the produce department.

June saw a profit with sales growth up 3.2% over last year. The GM is currently working on the budget for the FY2018. This budget will be more detailed than has been compiled in the past with each department submitting actual projects month by month.

In the first week of August, the customer bathroom will be renovated. As part of the renovation, the floor of the bathroom will be sealed with epoxy.

2017 Ends Report

The 2017 Ends Report will be discussed during both the July and August meetings. The BOD will decide on compliance during the August meeting.

Homework

Board Development Committee

- Review D4.b re: definition of a “reasonable person”
- Find article or video on P4 – Autonomy & Independence, send to full BOD before August meeting
- C7 survey
- Brainstorm topics for Rootstock

Committee Chairs

- Send budgets to finance committee before next finance committee meeting

Owner Engagement Committee

- Reach out to other co-ops re: online voting
- Plan email drive

Full BOD

- Bring your July packet to the August meeting

Scribe

- Print updated Bylaws for directors and in-store

Next Meeting August 24, 2017 – Agenda

2017 Ends Report

FY2018 BOD Budget draft

C7 – Board Committee Principles

P4 – Autonomy & Independence

End of minutes. Submitted by Emily Berry, scribe.