

Belfast Co-op Board of Directors Meeting

September 29, 2016 6:00pm Waterfall Arts Building, Belfast ME

Directors Present: Justin Howard, Betsy Garrold, Patti LeClair (secretary), Alessandra Martinelli (vice president, treasurer), Bindy Pendleton, Lindsey Schortz, Andrew Watkins, Zafra Whitcomb

Absent: Ron Braybrook (president)

GM: Doug Johnson

Staff: Emily Berry (scribe)

Facilitator: Bindy **Time-keeper:** Justin **Vibe-watcher:** Patti

Agenda Review

The BOD agreed to add the topic *Officer & Leadership Roles* to Board Administrative Matters and remove the *Treasurer's Update*. With these adjustments, the BOD approved the agenda by consensus.

Announcements

Andrew raised \$3100 for the Climate Ride, which lasted 5 days and 370 miles. Next, he will be participating in a peace walk from October 11th to the 26th.

Blue Hill Co-op hired Kevin Gadsby as their new General Manager.

Minutes of Previous Meeting

The minutes of the September 1, 2016 BOD meeting were approved by consensus.

Member-Owner Comments

A member-owner commented that a new cashier didn't understand the patronage dividend system and perhaps additional training was in order.

A member-owner was provided excellent customer service by floor manager, Mike Curtis.

A member-owner ordered a cup of coffee at the deli and there wasn't enough coffee brewed to fill their cup.

GM Reporting

GM Update

Recently the GM and Operations Manager traveled to MN to attend the NCG Fall Meeting. The GM reported that this meeting was bittersweet as it was a wonderful opportunity to learn from peers but it was also a time to acknowledge the hard work done by numerous GMs who are retiring or walking away from the co-op world. The GM and several staff will be traveling to Massachusetts to take part in an Open Book Management training facilitated by Melanie Reid of CDS Consulting. Bill Gessner, of CDS Consulting, will be arriving in the first week of October to meet with the GM, management staff, and the BOD to discuss expansion options. Also upcoming in October will be a reset of the bulk department to allow for the line of Grandy Oats products and a reset of the bulk liquids. There was much discussion focused on the Santa Fe based "Take Back the Co-op" campaign. The BOD agreed the lesson to learn from this is transparency and communication between the BOD, operations, and the membership are key so that no one feels left behind and to ensure that the fundamental priorities of the membership are met.

BI – Financial Conditions and Activities

The BOD accepted by consensus the BI – Financial Conditions and Activities monitoring report as not in compliance with a plan to achieve compliance.

B2 – Business Planning and Financial Budgeting

During discussion of B2 – Business Planning and Financial Budgeting the BOD asked the GM to sum up the expectations for the three-year business plan. The GM responded with: continual improvements; continual operational efficiency; and to position ourselves for optimal growth. These expectations will be achieved by developing staff and using the balance sheet to show that the Co-op under utilizes its capital and is ready to invest in itself.

The BOD accepted by consensus the B2 – Business Planning and Financial Budgeting monitoring report as in compliance.

Board Administrative Matters

C8 – Governance Investment

The BOD accepted by consensus C8 – Governance Investment as in compliance.

Membership Committee

The next member-owner Forum will be held Wednesday October 5 at the Belfast Free Library. The topics will be P6 – Cooperation among Cooperatives and National Co-op Month's theme of "Cooperatives Build".

Officer & Leadership Roles

This discussion centered on the role of secretary and the expectations that come with this role.

Officer's roles are outlined in the bylaws and the BOD agreed by consensus to hold a larger discussion of these roles in the next meeting.

Homework

Scribe

- Resend strategic planning survey
- Send forum information to Cooperative Maine

GM

- Talk to Bill Gessner re: facilitation, summarization, audio recording

BOD

- Read "Planning for Growth"
- Take strategic planning survey
- Attend the October 22 CBL 101
- Attend Fall Retreat October 15 at Veggies for All

Alessandra

- Email BOD re: Veggies for All field location

Next Meeting October 27, 2016 – Agenda

B6 – Staff Treatment and Compensation

DI – Unity of Control

Board Candidate Vetting

Bylaw Change Review

Leadership Roles

End of minutes. Submitted by Emily Berry, scribe.