

Belfast Co-op Board of Directors Meeting

October 26, 2017 6:00pm UU Church, Belfast ME

Directors Present: David Balicki, Ernie Cooper, Betsy Garrold, Shannon Grimes, Andrew Watkins (vice-president), Zafra Whitcomb (secretary), Violet Zerbe

Absent: Alessandra Martinelli (president), Lindsey Shortz (leave of absence)

GM: Doug Johnson

Staff: Emily Berry (scribe)

Facilitator / Time-keeper: Ernie Cooper

The BOD agreed by consensus to convene the meeting at 6:24 pm.

Agenda Review

The BOD agreed to add the topic of *Zombie Apocalypse* under *Owner Engagement Committee* in the *Board Administrative Matters* section of the agenda. The BOD also agreed to add a 5 minute stretch break between *Board Administrative Matters* and *GM Reporting*. It was determined that Ernie would lead the *Finance Committee Update* and Zafra would lead the *Interim Treasurer Appointment* and *P7* discussions. With these adjustments, the BOD approved the agenda by consensus.

Announcements

Maine lawmakers passed a bill on Monday, October 23 to delay implementation of Ranked Choice Voting until 2021.

Shannon will be absent for the November 16 meeting.

David will be out of town November 6 – 17 and will be absent for the November meeting.

There will be a remembrance for Skip Pendleton held on the evening of November 24th at the Blue Goose in Northport.

Andrew has received his first donation for the 2018 Trek Across Maine.

Minutes of Previous Meeting

The minutes of the September 28, 2017 BOD meeting were approved by consensus.

Owner Comments

An owner suggested that Andrew make mulled cider for purchase in the Co-op all the time.

Another owner commented that it seems the Co-op looks for comments/feedback but no action is taken.

One owner thought the Co-op should host an open mic night.

It was suggested that on certain nights the deli would have family dinner specials, where the owners would submit recipes for the specials.

Another owner would like to see lower costs and fewer managers.

An owner wanted to know if the Co-op has a policy to provide only non-GMO foods.

Board Administrative Matters

Finance Committee Update

The Finance Committee is still in the preliminary stage of researching investing options and have no recommendations for the BOD at this time. They also discussed credit card fees and strategies for lowering these in the future.

The committee formally recommended the BOD accept the B2 – Business Planning and Financial Budgeting monitoring report as in compliance.

The GM requested a written monthly meeting report from the Finance Committee.

Interim Treasurer Appointment

The BOD approved by consensus the appointment of Ernie Cooper to the office of Interim Treasurer.

D1 – Unity of Control

The BOD accepted by consensus D1 – Unity of Control as in compliance.

Owner Engagement Committee

The BOD discussed the Zombie Apocalypse Forum, which took place October 25. The forum's focus was on food security and the takeaways for the BOD was the need consider the whole community, not just the owners of the Co-op, bridging social divides, and knowing the demographic.

P7 – Concern for Community

The BOD discussed community issues such as poverty, housing, and addiction. One director expressed interest in the stories behind the statistics. The directors were encouraged to participate in a quiz that explores the diversity of their social bubble.

GM Reporting

Alignment

Co-op Department Managers will be attending an Inside-Out Training November 9 with attendees from Rising Tide, Blue Hill and Portland co-ops. This training is focused on workplace coaching skills and will not include the Board of Directors.

There will be an All-Staff meeting November 12 in the Co-op cafe. The meeting will cover year-end financials, changes to the wage scale, etc., and is mandatory for all employees. The store will be closing at 6:30 to accommodate the meeting

The Co-op recently installed a new voicemail system. The system will allow for incoming calls to be directed to specific staff voicemail boxes, and will have an auto-attendant function to answer calls when the staff is busy and after-hours.

Operations Update

There is a shopper survey scheduled for January 2018.

The next round of Non-Violent Communication trainings will most likely begin in February and Directors are encouraged to participate.

Doug is negotiating with the contractor that will be installing the flooring on the sales floor, the current estimate is approximately \$35,000.

B2 – Business Planning & Financial Budgeting

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

B5 – Treatment of Customers

The discussion of the B5 – Treatment of Customers monitoring report centered around customer comment cards and taking action on identified trends.

The BOD accepted by consensus the B5 – Treatment of Customers monitoring report as in compliance.

Next Meeting November 16, 2017 – Agenda

Yearly Reflection

C4 – Board Meeting

B7 – Communication to the Board

B8 – Board Logistical Support

Homework

Board Development Committee

- Revise B1 & C6 to include GM/Treasurer quarterly BOD budget review
- Discuss curriculum for BOD re: P5
- Ask Carisa/Breanna to attend a BOD meeting

Scribe

- Add stretch break into agenda
- Add homework review into agenda following minute approval
- Repost open Staff Rep position

Owner Engagement Committee

- Draft *Rootstock* article re: Zombie Apocalypse Forum

Betsy

- Send link to social bubble quiz

Full BOD

- Contact those who you know on the 2018 Target List, add more names
- Let Doug know if you are interested in NVC training
- Take social bubble quiz

Zafra

- Create doodle poll for fall potluck

Debrief / Evaluate Meeting

The BOD agreed that Ernie did an excellent job of facilitating the meeting and that they liked the new meeting space.

End of minutes. Submitted by Emily Berry, scribe.