

## DRAFT MINUTES

FBFC Board of Directors Meeting 1-15-15

Meeting started at 5:31 pm and ended at 8:05 pm.

**Board members present:** Justina Prenatt (President), Danielle Goldstein (Vice President), Bob LeRoy (Treasurer), Jennifer Heeder (Secretary), Alanna Hibbard, Pauline Heyne, Kelly Fain, Josh Littlejohn, Rosemary Fletcher, Daav Wheeler

**Board members absent:** Sarah Oram

**Others present:** Bobby Sullivan, General Manager (GM); Ryan Prenger, Grocery Manager; Jean Karpen, Board assistant

### Meeting Summary:

- Minutes of 11-20-14 approved
- Annual Owners' Meeting set for June 7, 2015
- Clarification of Board & operations
- GM report
- 2015 Business plan reviewed
- Monitoring Report 2.4, Planning & Budgeting reviewed
- Committee Reports
- Work on new Policy Manual

### Calendar Dates:

- January 24 – Presentation by Lindsay Majer on food insecurity, 3:00 pm at the Build It Naturally bldg.
- January 24 – CBLD 101 (Cooperative Board Leadership Development) at NC Arboretum
- February 15 – Wine, Cheese, & Chocolate Owner Social - 2:00 to 4:00 pm at Build It Naturally (BIN) building (later changed to 3:00 to 5:00 pm)
- March 28 – Co-op Cafe at NC Arboretum
- June 7 – Annual Owners' Meeting – details to follow

**Approve Agenda:** Agenda was approved as presented

**Minutes of 11-20-14** approved as presented

**Owner Comments:** Ryan Prenger asked if there is consideration to lower the \$25 annual ownership fee. He feels it could be lower.

**Annual Owners' Meeting** set for June, 7, 2015, 2:00 pm

**Board Study** for this quarter will be “The communities of Asheville”. Josh has information regarding the co-op neighborhood which he will send to Board members, along with links to several other reference materials relevant to the discussion. Discussion will take place at the March meeting. Bobby will order several copies of the book “Collective Courage” for Board members to read.

**Presentation by Lindsay Majer:** Jennifer will contact Steve (who has done video work for the co-op in the past) about making a video of the presentation. Bobby will contact worker owners to help.

**Clarification of board and operations responsibilities** and actions related to community events:

- Clare Schwartz, Outreach Coordinator, will be in charge of community events
- If Board members want to volunteer to help, they will be working for Clare.
- When communicating directly with Clare about details of events, be sure to copy Bobby.
- Board members are encouraged to participate in events. The Board has a role to promote events.
- Clare will take care of logistics & plans; we, as Board members, can help carry out these plans.

- Bobby will always have membership materials available at co-op sponsored events.
- Community Committee “works” for Clare, too.
- Board members are reminded to check the Board master calendar.
- If a Board member wants to make a suggestion, as an owner, regarding an event, there is no need to copy Bobby.
- The Board asked that Clare notify the Board of dates of events as soon as they are set.
- Anytime an item is placed on the Google calendar, please invite all Board members.

**Meet & Greet** – February 15, 2 to 4 pm at BIN. (Time for the event was later changed to 3 to 5 pm.)

**GM Report:**

- Staff party will be Feb. 8, 7:30 pm at BIN. Board members are invited.
- Truck sale Feb 21 & 22 – great deals on cases, helps to maintain our buying power & creates a lot of excitement.
- Bobby is running for a position on the Board of NCG (National Co-op Grocers), formerly NCGA (National Cooperative Grocers' Association).

**2015 Business Plan** was sent via email & reviewed prior to the meeting. Look for changes to come in the Wednesday Farmers' Market, including possible use of the BIN site for demos, educational presentations.

**Monitoring Report:** 2.4 Planning and Budgeting. Report was deemed reasonable and acceptable.

**Committee Reports:**

- Community Committee: It was suggested that the committee meet with Clare to set meeting dates and discuss the committee's role in carrying out monthly events.
- Finance Committee: Meeting set for January 26 to work on a draft for suggested bylaws changes regarding frequency of audits and reviews.
- Development Committee: Will discuss how the committee can help Bobby & Sage in the development process. GM wants to review the time line he created. Josh will send a doodle poll for the next meeting.
- Election Process Committee: For the annual meeting, Clare will handle promotions, materials, logistics, snacks, etc. Committee needs to meet soon to work on plans for the annual owners' meeting. Justina will poll for next meeting, which may be by phone.

**Miscellaneous:** A suggestion was made that Board members who wish to do so, meet informally to review documents prior to the Board meeting.

**New Policy Manual:** The Board is working on a new policy manual, using a template provided by consultant Mark Goehring. It was agreed that we will work on this monthly, approximately 30 minutes per meeting. Jean will keep track of our edits.

**Next Meeting will be February 19, 2015 at 5:30 pm.**

Respectfully submitted,  
Jean Karpen, Board Assistant