

## MINUTES

FBFC Board of Directors Meeting 6-18-15

Meeting started at 5:35 pm and ended at 7:58 pm.

**Board members present:** Justina Prenatt (President), Bob LeRoy (Treasurer), Jennifer Heeder (Secretary), Sarah Oram, Alanna Hibbard, Pauline Heyne, Rosemary Fletcher, Daav Wheeler

**Board members absent:** Danielle Goldstein (Vice President), Kelly Fain, Josh Littlejohn

**Others present:** Bobby Sullivan, General Manager (GM); Clare Schwartz, Outreach Coordinator; Jean Karpen, Board assistant

### Meeting Summary:

- Review of Annual Owners' Meeting
- Partnership with LAAFF
- Board: election of officers moved to October, Board communications discussed, ½ day retreat planned
- Use of non profit language
- Discussion of proposed expansion advisory committee
- Executive session

### Calendar Dates:

- June 25 to 28 – Firefly Gathering – regional primitive skills
- August 9 – 2:00 pm - Ice cream social at 76 Biltmore
- September 7 – LAAFF (Lexington Avenue Arts & Fun Festival)

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

**Minutes of 5-21-15** approved as presented

**Owner Comments:** none

### Review of Annual Owners' Meeting

- Need more time for break-out groups.
- Suggestion to email owners weekly or monthly as a reminder about Board (BoD) meetings. Clare will post reminders on Facebook.
- Suggestion to have a brief BoD meeting promo in the subject line of “The Buzz.”
- Regarding emails from co-op, we need a different “from” address than the current “[info@frenchbroadfood.coop](mailto:info@frenchbroadfood.coop)”
- Did not really need a facilitator this year.
- Meeting space was very good, comfortable.
- Over all balance between owner input & information.
- Did not do “stories” portion – some will be printed in the Buzz.
- Some folks needed chairs for eating. Next year, plan for setting up chairs for eating.

### LAAFF:

- Theme is urban pollinators.
- We will have a large space for our booth.
- Need to flesh out what we will do.
- Clare will begin contacting owners to create the booth space.
- FBFC will host educational events at 76 Biltmore during the week prior to the Sept. 7 event. These will be free and open to the public, with topics geared toward urban homesteading themes.

### Board of Directors:

- It was agreed to hold election of Board officers in October. It was agreed to extend the terms of current officers until the October Board meeting.

- If new Board members are elected in July, they will be seated at the August Board meeting.
- Clare will do a media push to remind owners to vote – email blast and social media.

#### **Board Communications:**

- Regarding Monitoring Reports, each BoD member should respond, even if you have no questions.
- When sending a “thank you” to an individual, please respond just to that person; do not “reply all.”
- If you introduce a new topic within an email thread, please change the subject line.
- There have been a lot of emails recently. Before sending an email, please consider these points:
  - Does the issue need to go to a committee first?
  - Does the issue need to be addressed to the GM?
  - Does the issue need to be discussed at a Board meeting?
  - Can it be handled via email?
  - Check in with Justina or appropriate committee chair to see where the discussion should go.
- If you have a task for Jean that needs to be done quickly, please call her.

**GM Report:** There was discussion of the need to make some decisions about expansion. We will have a ½ day retreat to discuss and start setting parameters. Attorney Bob Deutsch will be invited to the retreat. We hope to have the report from Civil Design Concepts by the end of June.

Justina will send out a meeting wizard to schedule the ½ day expansion planning retreat.

**Use of “non profit” language:** Our Articles of Incorporation state, “The Cooperative is organized and shall be operated exclusively on a mutual and nonprofit basis.” We are not a 501 (c) (3) non profit. We need to make sure our language is not confusing on this issue. (ex. We will not use the term Capital Campaign, but rather “loan” or “investment opportunity.”)

**Expansion Website:** When there is information to share, it will be included on our website. Kelly and Clare will do updates. This is an operational function.

**Advisory Committee:** Board members discussed the possibility of having an expansion project advisory committee, as proposed by Daav. There are questions about the make-up, function, and purpose of this proposed committee. Discussion points:

- This should be a Board committee, with a Board member as chair. (Daav will serve as chair, if the committee becomes a reality; Sarah offered to co-chair.)
- We have already had many opportunities for owner input.
- Should it be open to all owners?
- It would be an opportunity to take questions from owners & give information to owners.
- Need clear guidelines – expectations, limits, functions, frequency of meetings, how info gets back to the development committee, etc.
- Be clear that any ideas generated will be shared with the development committee, but not every idea will be incorporated.
- First step - Board needs to clarify details about this proposed committee. Daav will write up information about the function of the committee and will start an email discussion.

**Educational Materials** – Board members held a brief discussion of educational materials on Pollinators.

**Executive Session** was held to discuss personnel.

#### **Additional items for next month's agenda:**

- future agenda item: Discuss our policy about conflict resolution within the store.
- During “check out” it was suggested that we consider child care for Board meetings.

**Next Meeting will be July 16, 2015 at 5:30 pm.**

Respectfully submitted,  
Jean Karpen, Board Assistant