

DRAFT MINUTES

FBFC Board of Directors Meeting 10-15-15

Meeting started at 5:34 pm and ended at 8:05 pm.

Board members present: Danielle Goldstein (Vice President), Jennifer Heeder (Secretary), Sarah Oram, Alanna Hibbard, Pauline Heyne, Kelly Fain, Josh Littlejohn, Rosemary Fletcher, Daav Wheeler

Board members absent: Justina Prenatt (President), Bob LeRoy (Treasurer)

Others present: Bobby Sullivan, General Manager (GM); Jean Karpen, Board assistant; Owners – Rusty Sivils

Meeting Summary:

- Update on Owners' Council meeting
- Plan for register “round up” drive
- Discussion of staff survey
- Additional LAAFF feedback
- Monitoring reports 2.4 Planning & Budgeting and 2.6 GM Succession reviewed
- Ideas for Board Retreat work
- NCG (National Co-operative Grocers) stipend discussion
- Policy Manual work

Calendar Dates:

- November 3, 2:00 pm – Owners' Council meeting in the MLC (Movement & Learning Center)
- Dec. 6 – Board Retreat

Approve Agenda: Agenda was approved as presented. Update from Daav regarding the Owners' Council will be given during owner comments.

Minutes of 9-17-15 approved as presented.

Owner Comments: Rusty made a statement regarding parking at the co-op. See attached. Brief discussion followed. Right now, parking is a great need for the co-op. If we ask people to park off-site, we need to make sure grocery pick-up is convenient. It was suggested that this is a topic for the Owners' Council.

Owners' Council meeting: 12 people attended the first meeting. Several topics for discussion were identified, but no discussion yet. Next meeting will take place Nov. 3, 2:00 pm in the MLC. Thanks to Daav for organizing and chairing this committee.

Plan for register “round up” drive (round up to even dollar amount, give to charity):

- We definitely want to do this - consider doing year round.
- Bobby will look into the mechanism needed to gear up for this initiative.
- Sarah will contact Manna Food Bank about their backpack program
- Find a way to let owners have input as to who benefits from rounding up.
- One idea - have owners nominate an organization (would need to set guidelines), then email owners with a link to a page for voting on charity to support.
- Publicize on our website, Facebook, Instagram
- Suggestion – choose one organization per quarter, disperse funds quarterly.
- Need clear, concise signage at cash registers.

Staff Survey:

- Consultant Jade Barker suggests having a third party conduct the survey. We would be able to compare results to hundreds of other co-ops.

- May be interesting to staff to see how we compare with other co-ops.
- It gives a voice to the staff members.
- Question – Is there a way for staff to give input other than in a survey? GM response – yes, we have an “open door” policy; staff can go to GM with issues as needed.
- It can be a tool to make sure managers are dealing with personnel issues.
- If there is no event, no big change, no compelling reason for a survey, then let the GM decide whether or not to conduct a survey.
- Board would see highlights of results, not details.
- Staff survey is not the best tool for evaluating the GM.
- Danielle will contact Carolee Colter for answers to questions about a staff survey: recommended frequency, cost, summary of results.
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LAAFF, GM feedback: Location was good. Thanks to Daav & Justina for all their work, which made it easy for GM & co-op staff – next step is to involve more owners. Sees the event getting better & better. Lots of really good publicity for the co-op.

GM Report:

- Our mandate is to educate the public about issues & let consumers vote with their dollars – let them make the decision about whether or not to purchase items from a particular company.
- Product policy – good idea for Board retreat discussion topic.
- Back to Basics program – anecdotal results indicate it is doing well.
- Sage's work is making it more likely that we will have strong partners in the city. What we are planning has a lot of community support.
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Monitoring Reports:

2.4 Planning & Budgeting – reasonable and acceptable.

2.6 GM Succession – reasonable and acceptable.

2.7

Board Retreat Dec. 6: Daav's house at 11 Digges Rd. is available.

- Ideas for discussion topics:
 - It was suggested that we not work on policy manual (rather, call a special meeting, if needed).
 - Product policy as we expand
 - Expansion project (will have report from Civil Design Concepts by then); begin discussion of choosing design team.
 - Endorsement policy
 - Deepen our connections, build bonds, have fun – something other than our usual discussions.
 - Share personal biographies.
 - How to be more efficient at preparing GM contract
 - How to stay on top of Board calendar
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NCG stipend: GM/FBFC receives a monthly stipend for Bobby's service on the NCG Board (National Cooperative Grocers). Discussion centered on whether GM or the co-op should retain this stipend.

- Bobby has been doing NCG Board work on his own time and doesn't feel he can do it on the co-op's time.
- NCG pays for travel to its Board meetings. The only additional expense to us is the cost of one meal.
- Information from consultant Mark Goehring states that the general practice is for co-ops to retain the stipend. For some co-ops, the GM is an “office person.” In a small store such as FBFC, the GM is more hands on, not sitting in an office most of the day.

- At this point, Board members have mixed opinions – all to GM; all to FBFC; a portion to each; if work is done on co-op time, FBFC retain; if work is done on his own time, GM retains.
- More information is needed. Danielle will contact Mark for clarification and answer to questions about the stipend.
- Further discussion and decision at November meeting.

Policy Manual updates: Section C Board Process

- C-1 All Board members will read description of the 10 Policy Governance principles (in appendix) and be prepared to finish this section at the November meeting.
- C-2, C-3, and C-4 approved with either no changes or minor changes.

Agenda items not covered or unfinished:

- Policy Manual – revisit C-1, continue with C-5

Additional items for next month's agenda:

- Possible retreat discussion topics from Jade
- Responding to endorsement requests

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

Respectfully submitted,
Jean Karpen, Board Assistant