

MINUTES

FBFC Board of Directors Meeting 2-20-14

Meeting started at 5:40 pm and ended at 8:09 pm.

Board members present: Justina Prenatt (President), Bob LeRoy (Treasurer) via phone, Sarah Oram, Kelly Fain, Josh Littlejohn, Danielle Goldstein

Board members absent: Jennifer Gustafson (Secretary), Stephen Smith, Alanna Hibbard, Alisa Kuumba Zuwena, Pauline Heyne

Others present: Bobby Sullivan, General Manager (GM); Clare Schwartz, Front End Manager, Jean Karpen, Board assistant

Meeting Summary:

- Minutes of 1-16-14 approved
- Audit report reviewed
- Recap of CBL 101 (Cooperative Board Leadership)
- Committee reports
 - Co-op Community
 - Worker/owner program
 - Election process
- Monitoring Report 2.3 Financial Condition and Activities reviewed

Calendar Dates:

- March 22 – Cooperative Cafe, held at the NC Arboretum 9:30 – 4:00 and hosted by CDS (Cooperative Development Service). The theme is Connecting our Co-ops and Communities.
- April 2 – Co-op Farmer's Market opens
- April 19 - Urban Homesteading Fair
- April 28 to May 2 - NCGA (National Co-operative Grocers' Association) Spring meeting. Bobby & Clare will attend.
- May 8 to 11 – LEAF
- June 1, 2014 – **Annual Owners' Meeting**

Approve Agenda: Agenda was approved as presented. Later in the meeting, Board members decided to postpone the executive session until March, since relatively few Board members are in attendance tonight.

Minutes of 1-16-14 approved as presented.

Owner Comments: none

GM Report: (GM will send bullet points from this report each month for the minutes.)

- Union negotiations are ongoing and should be able to reach conclusion by the end of the month.
- Impact from competition appears to be slight. After 2 years of almost 20% growth it is natural for it to slow down. Results so far this year are greatly out-pacing expectations.
- The new Worker Owner Program will begin getting its makeover during March and will be ready to roll out in April, if union negotiations are able to wrap up when expected.
- The new hot bar/salad bar is in place, with the salad side already operating. The store expects to begin offering hot food next week.
- The GM is still working with Green Opportunities to help develop their store concept for addressing "food desert" issues in Asheville.

Audit Report: The audit report has been received and reviewed. The overall impression of the auditors is that our systems are in good shape. Board members requested that the auditing firm send a copy of the full report to each Board member. Formal acceptance of the report will be considered at the March Board meeting.

It was agreed that we need to have a policy about the use of discounts.

CBL 101: Danielle & Josh attended the recent workshop. Each gave a brief overview, highlighting learning about the responsibilities of Board membership. One suggestion from the workshop is to create a welcome packet for new Board members which would include:

- a brief bio of current Board members
- contact information
- expectation of Board term
- information on duty of care & duty of loyalty
- expectation of committee work

Committee Reports:

- **Co-op Community**
 - Meet & Greet on Feb. 16 was a success; owners were grateful for the opportunity to share ideas & stories.
 - Committee will secure a location for the Annual Owners' Meeting. Suggestion was made to meet in the “Handmade in America” space which is near the co-op and has parking.
 - The committee was asked to always appoint one person as the contact or “point person” when organizing events.
 - Urban Homesteading Fair – Board will have a table. Committee will create a plan for the Board's presence at the fair with emphasis on getting new owners. Consider offering a 10% discount coupon for new owners. Kelly will put info about the fair on our website. Sarah will contact other callers (see next bullet item) to add fair info to the “script” for calling owners.
 - Feedback on calls to owners: This is an incredibly worthwhile process. Owners have been responsive and appreciative. Callers are noticing the importance of emails. Some owners are not getting emails from the co-op. One problem is that co-op emails come from several different addresses. The Board requested that we send emails from only one address, if possible.
- **Worker-owner Program** The committee was asked to begin work to create a written policy for the Worker-owner program. There was a brief discussion about discounts – no decisions. Later in the meeting, Bobby was asked to research typical discounts – Board, worker-owner, staff - for comparison.
- **Election Process:** Board application will be updated on Sunday, Feb. 23, in a conference call meeting.

Monitoring Report: 2.3 Financial Condition and Activities

Several questions from Board members were addressed. It would be helpful to the GM to receive questions prior to the day of the Board meeting. The report was deemed reasonable and acceptable.

Monitoring report for Ends Policy will be reviewed at the March Board meeting.

Agenda items not covered or unfinished:

- Monitoring Report for Ends Policy

Additional items for next month's agenda:

- Vacancy in the office of Board vice-president.

Next Meeting will be March 20, 2014 at 5:30 pm.

Respectfully submitted,
Jean Karpen, Board Assistant