

MINUTES

FBFC Board of Directors Meeting 6-19-14

Meeting started at 5:41 pm and ended at 7:00 pm.

Board members present: Justina Prenatt (President), Bob LeRoy (Treasurer), Jennifer Gustafson (Secretary), Alanna Hibbard, Pauline Heyne, Kelly Fain

Board members absent: Sarah Oram, Josh Littlejohn, Danielle Goldstein, Bobby Sullivan (GM)

Others present: Jean Karpen, Board assistant

Meeting Summary:

- Minutes of 5-15-14 approved
- Review of Annual Meeting
- Staff survey to be completed by Sept. 1
- Plan for orientation for new Board members
- Board-sponsored events planned/discussed

Calendar Dates:

- June 29 – Community pot luck, 6 pm in the Movement & Learning Center, upstairs
- July 27 – Ice cream social, 2-4 pm, at the co-op
- September 28 – community pot luck, 5:30 to 7:30

Approve Agenda: Agenda was approved as presented. Later in the meeting, it was agreed to postpone the discussion of making owner phone calls to a time when those involved are in attendance.

Minutes of 5-15-14 were approved as presented.

Owner Comments: none

Annual Meeting follow-up/feedback/ideas:

- Change of venue was a great step forward in nurturing bigger, better meetings.
- Ad in Mountain Express was good!
- Need more volunteers (check in owners at the door, bring drinks from the co-op, etc.).
- Need better signage – sign in window of venue.
- Election process committee – look at time line to see if adjustments need to be made.
- Board members could set up at table at the co-op during the week before the meeting (or possible two weeks) to recruit attendees and volunteers.
- Break out sessions were awesome!
- 2015 is the co-op's 40th anniversary year, so consider making it more of a party during the pot luck. Consider providing dinner for attendees.
- Set up tables for eating.
- Acoustic music only during the meal; maybe a live band later.
- Desiree Adaway did a great job as facilitator.
- Give door prizes - must be present to win.
- Ask people to RSVP, but don't limit attendance to just those who have responded.
- Having two owner comment periods was good.

Staff Survey:

- Alanna will contact Aja Wright to find the original staff survey documents and protocol.
- Data from the last staff survey is on a spread sheet, so we will be able to track trends. It is important to be able to compare data from one year to the next.
- It is OK to add additional questions at the end of the survey.
- Would it help to group the questions in to some system? For example, there are several questions about “direct supervisor,” several about the “general manager,” etc.

- Staff survey should be done yearly, as it is used, in part, to evaluate the GM.
- Should be completed in the store, while the staff person is at work, to ensure that all staff complete the survey.
- Consider adding a question about handling customer relations or interaction with shoppers. For example, “I clearly understand and can share information about ownership with customers.”
- It would be interesting to know whether or not staff members are co-op owners.
- Consider an incentive for completing the survey – gift card, GoLocal card, gift certificate, other raffle item?
- Bob will find out the balance of the Board governance budget (for funding some sort of incentive).
- Administration of staff survey should be completed by Sept. 1, 2014. Discuss at July Board meeting.

Orientation for new Board members:

- Should take place between July 18 and August 20.
- Include a tour of the co-op.
- Election process time line needs to be revised to reflect that new Board members will be seated at the first Board meeting after their election.
- Include briefing on policies, including Monitoring Reports, consensus process, and scheduling of meetings/retreats – Justina and Kelly will help with this.
- Justina will discuss Policy Governance.
- Also need to address expectations, including reading all reports in advance of each meeting, sit on at least one Board committee, attend retreats, send & receive information via email in a timely manner.

Phoning owners: Will be discussed at a later meeting. GM has asked Clare Schwartz to see if there are worker owners who can take over calling owners to update information.

Board-sponsored events: The Board will sponsor an ice cream social on July 27, 2:00 pm to 4:00 pm. Jennifer will contact Board members not in attendance tonight and will contact ice cream vendors to begin planning.

There was a brief revival of the discussion of a Christmas time “drive” of some sort – food/clothing/toiletries – in which the co-op would invite other local cooperatives to participate. The Board directs the Co-op Community Committee to meet before the July Board meeting to begin planning this “Co-op cooperation event” which will serve the local community.

Suggestion was made that we consider an event during October in conjunction with “Co-op Month.”

BOD Master Calendar: We have a template for a master calendar. Using this as a basis, Danielle is creating a spreadsheet which will serve our particular needs. It will list BOD meetings, committee meetings, retreat dates, dates for monitoring reports, social events, administration of staff survey, GM evaluation. This will be discussed further at a subsequent Board meeting.

Agenda items not covered or unfinished: Phoning owners to update information in our database.

Additional items for next month's agenda:

Next Meeting will be July 17, 2014 at 5:30 pm.

Respectfully submitted,
Jean Karpen, Board Assistant