**Springfield Food Co-op**

**Board of Directors Meeting**

**March 31, 2016 6 p.m.**

**Members present:** Steve Greene, Brooke Decker, Cherie Harris, Ron Hoffman, Kelen Beardsley

**Guests:** Alina

**Recording officer**: Lucy Georgeff

Meeting called to order: 6:03 p.m.

**Welcome and agenda review:** Board introduces themselves to guest. Brooke moves to appoint Kelen Beardsley to the SFC Board of Directors, Ron seconds. Motion passes unanimously.

**Approving minutes of February 25**

Steve moves to accept minutes as entered; Cherie seconds. Motion passes with 1 abstention, 3 yays.

**GM Monitoring**

**B2: Business Planning and Financial Budgeting**

Ron acknowledges that the multi-year plan involves building a good foundation within the current structure of the co-op to be able to move forward. Board discusses concern from Jane re: high personnel costs. Steve explains to guests that the Board had directed Neomi to provide a living wage for all employees; thus, the higher expense. Lucy explains that personnel expense is higher than recommended; however, it is defendable in the long-range. NCG Eastern Corridor Development Director Terry Bowling suggested reducing the cost of goods in anticipation of this higher personnel expense.

Ron moves to accept this report; Cherie seconds; motion passes unanimously.

**B5: Treatment of Customers**

No discussion. Ron moves to accept report; Steve seconds; motion passes unanimously.

**GM FYI – February**

Lucy notes that February sales growth is 7.4%, not 16.9% as report states. Discussion about produce cooler and maintenance schedule.

**Board self-monitoring**

**D1: Unity of Control**

Board rating: 4.75/5.

**Annual Meeting Planning**

Board Goal #6 (from the November retreat): Plan an excellent meeting

What does an excellent annual meeting look like? Board explains annual meeting to guest. Board should take care of setup and breakdown. Kelen finished the recent Chamber annual event, and points out that if we want a lot of attendees, we have to put a lot of resources into it. Or, decide if we want to keep it low-key. Ideas include: linking to a member appreciation event. We are not doing a big “ask” this year, even though we do ask for input. People who come are usually engaged.

What are goals for this meeting? Co-op is required to communicate the state of the co-op to the membership, give financial accounting to the membership, ask for feedback from the membership. Perhaps there is something out of the Co-op Café in Keen earlier this month to bring to membership to discuss: larger visioning discussion, why is co-op so important. Make use of small groups.

What day of the week?

Annual meetings have been larger in the past when there’s been something bigger happening – excitement, hope, or conflict.

Board decides to hold annual meeting in the community room again, on a Thursday in June. Temporary date: June 23. BYOB, sushi, cut-up wraps from kitchen. Board delegates sushi responsibility to Jane. Ron takes on set-up and clean-up responsibility. Steve will advertise. Cherie will help clean up. Brooke will work on email invite.

Board will discuss meeting agenda at April board meeting and also look at meeting budget for the quarter.

**Board recruitment**

Board has two new members (Kelen and Carrol Veltrop, who will be appointed next meeting). Board has two more open seats. Lindsay Post may be interested for the future.

**Other business**

**Coop café:** Jane and Neomi attended, board decides to move discussion to next meeting due to Jane’s and Neomi’s absence tonight.

**Condo Association:** Reinstated the Condo Association Board. Brooke, as President, represents the co-op on the Board. Steve, as Secretary/Treasurer, represents himself. Joe, as VP, represents Joe’s Discount Liquors. Joe has requested mediation on the new outdoor walk-in cooler.

**Newsletter Articles:** Cherie has her article, will email to Neomi. Brooke will do May, Steve will do June.

**Policy Alignments:** D2, C7, C8, C9

Brooke moves to align D2 with CBLD policy template; Ron seconds; motion passes unanimously.

Steve moves to accept C7 as suggested; Ron seconds; motion passes unanimously. Note: #5 Treasurer will lead the Board’s process for monitoring.

No changes to C8, except “last reviewed 3/31/16.”

No changes to C9, except “last reviewed 3/31/16.”

Lucy is updated policy register as we go and will distribute new registers after all policies have been reviewed.

**Open Session**

Alina wanted to come to the co-op for a lunch date, but decided against it due to the lack of seating.

**Next meeting: April 28, 2016**

**May meeting: May 26, 2016**

**Steve moves to adjourn at 7:44 p.m.; Brooke seconds. Motion passes unanimously.**

Respectfully submitted,

Lucy Georgeff