**Springfield Food Co-op**

**Board of Directors Meeting**

**September 29, 2016 6 p.m.**

**Members present:** Jane Sandelman, Brooke Decker, Steve Greene, Carrol Veltrop, and Lindsay Post

**Ex-officio:** Neomi Lauritsen

**Recording officer**: Lucy Georgeff

Meeting called to order: 6:10 p.m.

**Welcome and agenda review:** No changes

**Approving minutes of July 28th and August 25th:** Officer elections were added to July minutes. Brooke moves to accept July minutes; Lindsay seconds; motion passes unanimously. Executive session was added to August minutes. Jane moves to accept August minutes; Steve seconds; motion passes unanimously.

**Committee Assignments**

Member engagement: Board reviews what types of member engagement have happened in the past: member drive, Board presence in the Co-op. Carrol and Lindsay join; Carrol will chair.

By-law committee: Jane and Brooke join; Jane will chair.

GM Compensation: Brooke and Steve join; Brooke will chair.

Board development: Past projects include providing board with educational topics (raising money through member loans), legal work on understanding the Condo Association, and board trainings. Board decides to let those members not present join this committee.

**GM Monitoring**

**B4: Membership Rights and Responsibilities**

Board and Neomi acknowledge that Item #6 (regarding patronage dividends) does not apply to us at this time. Jane moves to accept B4 as submitted, Brooke seconds. Motion passes with 4 yays, 1 abstention.

**B6: Staff Treatment and Compensation (update from last month)**

Neomi’s update includes information about a Performance Improvement Plan; she submits the PIP form for Board review and explains that managers are aware of disciplinary procedure and PIP. Next Board question: what does NL mean by training? Neomi explains that HR Coordinator (Lucy) is developing a training plan for all new hires and general staff development. Neomi submits other supporting documents: the current managers’ code of conduct and an example of a wage and benefits review from another co-op. There is a discussion about what it would take to offer health insurance – cost-prohibitive at this time. Brooke mentions that Hildene uses Zane benefits to give tax-free reimbursements for health insurance premiums. Lucy will look into it.

Board requests another employee survey in February. Board also requests monthly personnel update from Neomi.

Jane moves to accept B6 as resubmitted; Steve seconds; motion passes unanimously.

**GM FYI – July**

Produce update: sales still low, -7.2% sales growth. Lindsay asks why sales slow if new walk-in cooler space allows for purchasing of full cases. Jane asks if produce department is getting help from consultant, as was discussed in previous meeting. Board asks what sales growth is like nationally in co-ops, and there is a discussion about the national dip in sales growth in both produce and bulk. Discussion about an NCG fall meeting talk about bringing in the Clean 15. Lindsay recommends good communication and signage. Department is still dealing with produce cooler breakdowns. Neomi and produce manager (Lisa) are looking into new coolers. Board reiterates getting a consultant for produce.

Tom Snyder of the NCG came in to consult on front room because co-op is experiencing theft, and the produce dry shelf and bread shelf block cashier’s view. Board discusses security and the possibility of installing cameras. Steve recommends a security camera system called ARLO.

NCG update: Fall meeting was held in St. Paul, MN. NCG meetings are held every six months, and attended by DR’s, or Designated Representatives, from each co-op. Part of the conference is spent with the whole association, part with just the Eastern Corridor, and part spent in workshops. Keynote closing speech by Gary Hirshberger, CE-Yo of Stoneyfield Farms. Neomi’s big takeaway was a workshop on building a culture of accountability, which had a lot of good information about dealing with difficult situations, redirecting, keeping emotions in check, keeping everyone focused on the goal.

**Board self-monitoring**

**C3: The Board’s Job**

Board self-rating: 4/5

**Board organizing**

No secretary (Lyndsie) present at this meeting. The goal is to get meeting minutes turned around quickly. Someone at the meetings will write down action items and send around immediately after meetings. Probably a good idea for the secretary to do this. Board will move this to the October meeting.

**Board retreat**

Moved to Sunday, December 4 at Jane’s house. Potluck. Board will discuss agenda for retreat at October meeting.

**Policy Alignments**

Jane submits proposals. Lucy will make changes and send to Jane for review.

B7: Communication to the Board. Jane adds item #8 from the CBLD template to the Springfield policy. Jane recommends keeping #6 and 7 in our policy even though they are not in the CBLD template.

B8: Board Logistical Support. Jane amended to add item #5 to the Springfield policy.

C6: Directors’ Code of Conduct. Jane amends to include CBLD item #5 to the Springfield policy.

**Staff Appreciation Lunch**

Scheduled for Friday, October 21. Jane is spearheading. Carrol, Lindsay, and Steve will participate. Neomi will poll staff on what they’d like for lunch.

**CBLD renewal**

Full cost is $6,850 per year. Board agrees to use CBLD again. Lucy will bring CBLD numbers to next meeting.

**Open Session**

Jane asks for clarification on what we have for long-term liabilities. Follow-up from the annual meeting: Neomi is looking into a changing station for the downstairs bathroom.

National Co-op Month is in October! Neomi will send member engagement committee some general information on co-ops. She is thinking about having a membership sign-up game with staff.

**Next meeting**: 10/27

Steve moves to adjourn meeting at 7:40 p.m.; Brooke seconds; motion passes unanimously.

Respectfully submitted,

Lucy Georgeff