

**Springfield Food Co-op  
Board of Directors Meeting  
September 20, 2018 6 p.m.**

**Members present:** Lindsay Post, Brooke Decker, Steve Greene, Jane Sandelman, Kelen Beardsley

**Ex-Officio:** Neomi Lauritsen

**Recording secretary:** Lucy Georgeff

**Guests:** John Vorder Bruegge, Marianne Chapman

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

**Co-op stories:** No stories. Great sandwiches. Jane talked someone into joining.

**Welcome New Directors:** Thank you, Marianne and John for joining. *Lindsay moves to appoint Marianne Chapman and John Vorder Bruegge as new board members until the next annual meeting, at which point the membership will vote them in. Jane seconds, motion passes unanimously.*

Carroll Veltrop has taken a 6 month to a year leave of absence from the Board, and resigned from the position of Secretary.

New directors will attend the Board retreat in November along with rest of the Board. New directors are encouraged to attend the CDS Consulting new member day in January.

Hours of November retreat are 8:30 a.m. to 4:00 p.m.

Lucy will get the email addresses of new directors to add to Board email, and they will email their contact information to Lindsay to add to contact sheet.

Board discusses the need for a Secretary now that Carroll has resigned. Brooke will fill this role for a couple of months, until someone else feels ready to step in.

**Approving the minutes of August 30th:** *Jane moves to accept minutes from August 30th, Lindsay seconds. Motion passes unanimously.*

**CBLD Renewal**

Board explains CBLD to new directors. Acronym stands for Cooperative Board Leadership Development program. Neomi will ask for NCG support in paying for the program, although she's not expecting much help this year. *Brooke moves to pay the full cost of CBLD for 2019 with any contribution from NCG that we can get, Lindsay seconds, motion passes unanimously.*

## **Board self-monitoring**

Lindsay reads through policies aloud.

### **D3: Delegation of GM**

Board self-rating: 4.9/5

### **D4: Monitoring of GM Performance**

Board self-rating. Board realizes that the GM review is due at the end of September. Jane, Lindsay, Brooke, Kelen will comprise GM Evaluation Committee. Jane used to keep a sheet on which she recorded all monitoring reports. Board will review past minutes this time and plan to do evaluation for Executive Session in October. Brooke will coordinate finding policies and whether in compliance or not, and send to Jane, who will coordinate rest of evaluation.

Board self-rating: 4.25/5

### **GM FYI Report**

August report. Lots of staff vacations. Store sales growth over 16%. Produce still positive growth at 4% and bulk is still positive. New plans for bulk coming up - make it fun to shop bulk. Selling glass mason jars with a coupon in it, for what you spend in the bulk department. Lots of staff training. Lucy and Ali created a customer service vision statement with input from the rest of staff and other managers. Two staff members went to a Focus on Fresh conference in MN hosted by the NCG - Ron (deli) and Lisa (produce).

### **GM Monitoring**

#### **B4: Membership Rights and Responsibilities**

Jane notes that language around implementing patronage rebates is past tense - when we have already begun tracking patronage. Lindsay has a note about a typo.

*Jane moves to accept B4 with grammatical changes, Brooke seconds. Motion passes unanimously.*

### **Board of Directors Engagement**

Open House is tomorrow, Sept. 21, 2018. Co-op is grilling, co-op has balloons to hand out to kids. Food drive for Union St. elementary school. 5% discount for all customers, not just members.

October is Co-op month (Board participation). Member Appreciation Day is Friday, 10/26. Board discusses its presence in the store that day, having a table or bagging. Marianne can help at a table, Jane can bag groceries. Board will be the friendly helpers that day in the store. Board passes out a signup sheet for the day. Neomi will have name tags made. Store also working on our first t-shirts.

Store is going to have a membership drive. Maybe with a contest around signing up new members. Neomi will send out more news when she has it.

Board to Board Peer Network Training (White River, VT) September 15

Carroll was at the Board to Board Peer Network Training and sent a synopsis in lieu of attending meeting. Lindsay reads some of the highlights of different co-ops. Board likes the idea of "inreaching," connecting with staff at a staff meeting. Board discusses a staff party. Neomi has been working with Kelen on reserving brewery and food truck. Steve recommends Goodman's pizza truck. Carroll attended a panel on successful board recruitment and retention.

Co-op Cafe October 13 (Keene, NH) - who's attending: Lindsay, Neomi, Ali, Lucy, Marianne.

### **Board Retreat**

Saturday, November 3rd - what do we want to focus on with Marilyn? Focused on expansion. More specific topic? Fund-raising? How to organize ourselves. Role clarity. Reviewing a timeline. Working with numbers. Lindsay will talk with Marilyn.

Marilyn has contacted Robyn (GM) and Michael (current Board President) from Putney - they are both available for our meeting on October 25th, but not the Board Retreat on November 3rd. Lindsay will email Marilyn that Board would like to invite them for the 10/25 meeting.

### **Open Session**

Identify 3 items to put on Board Board in store. "Come see us on Membership Appreciation Day." Photo of "building." "Meet a Board member," with a picture of one member and a blurb. Lindsay will go first. Executive committee will go first. Fun fact about the Board to post also. "Did you know you can email the Board?"

Brooke: task list - who is doing what. Brooke reviews tasks from current meeting and will email out.

***Steve moves to move into executive session at 7:20 p.m., Brooke seconds. Motion passes unanimously. Topic: Expansion Conversation***

*Lindsay moves to come out of executive session at 7:45 p.m., Brooke seconds. Motion passes unanimously.*

### **Next Meeting Review and Schedule**

October 25th, November 3rd (retreat), December 6th or 13th?

*Steve moves to adjourn at 7:47 p.m., John seconds, motion passes unanimously.*

Respectfully submitted,  
Lucy Georgeff