

## DRAFT MINUTES

FBFC Board of Directors Meeting 11-16-17

Meeting started at 5:34 pm and ended at 7:57 pm.

**Board members present:** Stephanie Swepson-Twitty (President), Josh Littlejohn (Vice President), Bob LeRoy (Treasurer), Josh O'Conner (Secretary), Jennifer Heeder, Pauline Heyne, Danielle Goldstein, Paul Gallimore, Adam Bowers, Veronica Sotolongo

**Board members absent:** Kelly Fain

**Others present:** Bobby Sullivan, General Manager (GM); Clare Schwartz, Outreach Coordinator; Jean Karpen, Board assistant

### Meeting Summary:

- Discussion of Board application process
- Annual retreat
- Monitoring reports B1 Financial Condition and B3 Asset protection reviewed
- Board training – understanding financial reports
- Update from DC meeting

### Calendar Dates:

- Nov. 21 – Customer Appreciation Day

**Approve minutes of** 10-16-17 approved as presented.

**Owner Comments:** Bobby – from an owner perspective, I've been really happy with the store lately. Truckload sale was really fun this time.

**Board Application process:** Prior to recruitment of Board applicants, we need to do some type of Board assessment to determine what skills we have, what skills are we missing? How can we evaluate ourselves and use that information as a recruiting tool, so we can fill in those missing gaps?

- Two ideas:
  - Gather information about current Board members - resume or list of experience.
  - Other type of information, such as Meyers Briggs – understand Board synergy. Need to add to that to be more representative of owners.
- Application may need to be revised/updated. Look at the type of questions. Maybe more resume-oriented. Consider requiring a resume.
- Put together a list of what the Board, as a whole, needs to look like – experience in development, retail, nonprofit, finance, etc. Take all info & build targeted recruitment.
- Have an external person/organization analyze data.
- Consider choosing younger people & allow them to grow into being a good Board member. Key to diversity.
- Suggest – have a committee look at our application.
- Choose annual meeting date soon so we can publicize deadlines for applying, etc. Can have events prior to annual meeting to introduce information to the community about being on the Board.
- Bobby will gather possible dates for annual meeting & send to Josh O. Josh O will create a Doodle poll to set date for annual meeting.

- Suggestion: Marketing campaign with Board members' photos & statements – provide a way for people to communicate directly with Board.
- Board email address: Bobby will research how to set up email so that it forwards to all Board members. All Board members would have access to email [board@frenchbroadfood.coop](mailto:board@frenchbroadfood.coop). Responses should be copied to all Board members.
- Suggestion that Bobby research what other coops have done with Board applications.
- Put a sign on the Board bulletin board to let owners know we are always seeking applicants.
- Could include in our marketing a statement which says we're always looking for Board applicants.
- Josh O will ask all to send resume. Will come up with a personality-oriented assessment tool.

#### **Miscellaneous:**

- Board will meet in December on Dec. 14, rather than Dec. 21. Tentative agenda to include understanding financial reports (look to CDS for support), GM contract, retreat agenda. Josh O & Bob will present financial info.
- Board members are asked to check in via email by 5:00 pm the Wednesday before the meeting to make sure we will have quorum.
- Josh O suggests using a different format for communication among Board members – Trello, or something similar. Will discuss at Dec. meeting.
- Board members are reminded to acknowledge that they have read all documents relative to the upcoming Board meeting. Submit questions ahead of time. Make comments.
- Suggestion – make FYI reports available to owners.

**Board Retreat:** Jean will set up a Doodle Poll with new dates for Board retreat. Agenda suggestions were discussed at the October meeting and were emailed to Board members. Tentative agenda includes Our FBFC core, ends policies to include language of diversity, demographics of our coop, Board legacy, recruitment, and fun/bonding. Danielle will send those suggestions to consultant Jade Barker for her input.

**Monitoring Report:** B1 Financial Condition and B3 Asset Protection. Both reports were deemed reasonable and acceptable.

**Board training** – Bob LeRoy presented information on understanding financial reports.

**Development Committee (DC):** Josh L gave a brief update from the DC. Would like to have a consistent note-taker for meetings. We will be putting out a new RFP (request for proposal).

Josh O will finalize wording for the statement to owners from the Board.

#### **Additional items for next month's agenda:**

- Discuss possible new Board communication vehicle such as Trello.
- Other possible topics: additional financial training, GM contract, retreat agenda.

**Next meeting will be Jan 18, 2018 at 5:30 pm. Dec. Board meeting was cancelled due to lack of quorum.**

Jean Karpen, Board Assistant