

DRAFT MINUTES

FBFC Board of Directors Meeting 1-18-18

Meeting started at 5:34 pm and ended at 8:03 pm.

Board members present: Stephanie Swepson-Twitty (President), Josh Littlejohn (Vice President), Josh O’Conner (Secretary), Jennifer Heeder, Pauline Heyne, Kelly Fain, Danielle Goldstein, Adam Bowers, Veronica Sotolongo

Board members absent: Bob LeRoy (Treasurer), Paul Gallimore

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

Meeting Summary:

- Discussion of alternative for Board communication
- Board retreat follow-up/revision of Ends Policy
- Discussion of need for Board policy manual
- Development Committee update
- Monitoring report B2 Planning and Budgeting reviewed & approved

Calendar Dates:

- Feb 15 – CAD (Customer Appreciation Day)
- March 10 – Cooperative Café, location TBD
- April 21 – FBFC Truckload sale
- April through May 5 – Owner drive
- Need to set a date for the annual owners’ meeting – Danielle will initiate a Doodle Poll to set date. Clare send suggestions to Danielle.

Approve agenda: Approved as printed

Approve minutes of 11-16-17 were approved as presented. A correction to the minutes of 10-19-17 was approved – the second statement under “Development Committee” now reads, “We plan to put out another call for proposals.”

Owner Comments: none

Alternative for Board communication:

- Josh O recommends Trello for Board communication.
- Each Board member must be responsible for checking notifications.
- Josh will set this up and notify all, so everyone can try it before the next meeting.
- Josh will prepare a tutorial on using Trello for the Feb. Board meeting. Board members are asked to come with questions.
- (On a related note, we need to make sure all Google docs are under the ownership of the coop rather than an individual.)
- Bobby will research the cost of adding Board communication to our existing account which is in use for the expansion project. Cost would be divided between Board and Development budgets.

Board Retreat follow-up/Ends policy update to include language of diversity, equity & inclusion:

- At the retreat, Board members worked on suggestions for editing the “Community” section of the Ends policy, to include language of diversity and inclusion.
- Board members agreed, we like keeping the 5 current sections
- Kelly, Stephanie, and Danielle will craft edited Ends Policy and email to all (or post on Trello).
- Jean will update Policy Manual to include Ends Policy.
- Bobby will send out the exact language of affirmative action.

Discussion of Board Policies:

- What are Board policies; what are expectations for participation on this Board?
- Regarding diversity issues, consider holding a spot on the Board as a diversity-specific position. Likewise, we may need to look for someone with a particular expertise.
- As a future action item, we need to create a Board policy document, orientation packet for new Board members to be read ahead of time. (Danielle has started a Board orientation document.)
- Need to be clear about our policies before we complete a policy document & orientation packet.
- Suggestion – When recruiting new Board members, be open to questions about the Board.
- Staff doesn’t always know what’s happening on the Board. Can we be more communicative? Owners ask questions of the staff, particularly cashiers.
- Have info by cash registers – for example, date of Board elections.
- Suggestion: signage in store – “This is what it’s like to be on the Board?” This is when the elections are.”
- Have an open forum, open call for Board members, host a reception.
- Buzz article with FAQs – each Board member address a question or write a testimonial about what it’s like to be on the Board. Pauline will start a Google doc which all can add to. Think about reasons why people won’t be on the Board and address those issues up front.

Development Committee (DC):

The committee met Jan. 10, 2018. The following communications process was established: Chair (Sage) will draft agenda and minutes. Draft minutes will go first to the DC for edits/approval, and then to the GM for inclusion in the Board meeting packet.

Josh L and Josh O reported that Sage in communication with a potential developer. The DC discussed options for asset management and preparation for the expansion project. No decisions at this point.

GM FYI Report:

- Bobby presented (via email) a draft 2018 – 2020 Business Plan. Board members are asked to read this document by the February meeting. There will likely be changes –
- Bobby asked the Board to think about the Board budget and the perks afforded the Board. For future discussion.
- Website upgrade will start in late January.
- Next month, reports will show trend graphics rather than just charts.

Monitoring Report: B2 Planning and Budgeting was reviewed and deemed reasonable and acceptable.

Based on end-of-year finances for 2017, the decision was made not to do the owner payouts referred to at the October meeting. Owners, please patronize your co-op!

Owners are reminded that communication is a two-way street. Board is here to serve owners, and owners are always welcome to come to Board meetings and ask questions/give input.

Executive Session was held to discuss personnel.

Agenda items not covered or unfinished:

Additional items for next month's agenda:

- Group training on using Trello – led by Josh O
- Continue discussion/brain-storming on how to encourage owners (and others) to shop at the co-op. Need to look beyond traditional ideas.
- Human Resources
- For a future agenda, work on a Board policy document.

Next meeting will be * at 5:30 pm.

Jean Karpen, Board Assistant