

**Good Earth Food Co-op
BOARD OF DIRECTORS MEETING
June 19, 2014
Good Earth Community Room**

Present: Megan McNair, Graham Litterst, Katrina Dolezal-Mersinger, Bobbie Hentges, Sarnath Ramnath, Christy Benesh, Gwen Feddema, Michael Valente

Absent: no one

Episode Title: It's "Minn-a-TON-ka."

Executive Session		Task List
General Business	<ol style="list-style-type: none"> 1. Quorum was established, and the meeting called to order at 6:33 pm. 2. Acceptance of last month's minutes was moved, seconded and approved. 3. Acceptance of new members #2797 to #2810 was moved, seconded and approved. 4. Melinda Asmus requested that one of her two memberships be returned, because she will be spending much of her future in another town. 5. Charlotte Hirdler requested a return because she is unhappy with how our vouchers work. 6. Mark Goering is our current CDS conduit to our future CDS consultant, Leslie Watson. 	
Manager's Report	<p>Discussion Items:</p> <ol style="list-style-type: none"> 7. Construction Update: As reported last month, the GM is pushing the deli construction project forward. 8. GM has some ideas to re-engineer the deli. He has been looking at other deli's operations, and has also found a potential manager candidate. 9. The rental space on the other side of us (where the dog groomer is) may be available to us. GM has talked to the building landlord/owner (George) about using it. GM sees storage potential. 10. We are still considering part ownership in the building. Megan and GM could sit down with George and Steve (Property Manager). 11. George has suggested that we paint our exterior. 12. <i>Motion: To accept the budget, pending modifications (build in extra vacation time, extra workman's comp that was undercalculated, and cost of audit). Moved, seconded, and approved with one abstention from</i> 	

	<p><i>Gwen.</i></p> <p>13. Note: CDS consultant said that nine board members is ideal.</p>	
Board Updates	<p>14. Committee reports were made. See summary at end of this document.</p> <p>15. Update on employee handbook: Megan gave this one more edit. She gave two sections to Michael to approve or change. He thinks they are fine. He will return it to Megan, and she will have a lawyer look it over.</p> <p>16. Board Budget: Christy has started looking into this project.</p> <p>17. GM Search: Christy has collected information to start the process.</p> <p>18. NCGA Application: GM recently met Carol. She has never seen anyone get her information so quickly and thoroughly. She sounded very positive about our application. GM was also encouraged to join the CDS board. GM has a few loose ends to tie up still.</p> <p>19. GM will sign a new contract through the end of the year. <i>Motion: To accept the GM's new contract. Moved, seconded and approved.</i></p> <p>20. GM's second bonus is up for discussion next month. A staff survey needs to be completed. Using the previous survey was discussed. After discussion, it was decided that the survey should come from the board, or from Lisa, our HR consultant. The merits of a hand-written survey versus Survey Monkey were discussed. Gwen will get the questions up on Survey Monkey – we already have an account through the goodearthcoop@gmail.com address. We might offer both a paper and electronic option.</p> <p>21. Retreat – We want to utilize our free CDS consulting time. Scheduling was tough for 2014. We will try for</p>	<p>Megan: Forward handbook to lawyer.</p> <p>Check with CDS consultant about Oct 4 or 11 retreat dates.</p> <p>Christy: Board budget GM search</p> <p>Gwen: Survey Monkey</p>

	Oct 4 or 11. This dates will be suggested to our consultant.	
Board Education	<p>22. Discussion of board articles: We opted to skip this part of the agenda, due to lack of time. It was clarified that board members are expected to read three articles of their own choosing every other month. On the opposite months, reading will be assigned. Reports can be submitted here: https://docs.google.com/forms/d/12G9VeYOdqKqwIM74_rd5SZ0BNVDdiyI0pdENldqS6g/viewform</p> <p>23. Suggested reading for next month: How other coops do outreach?</p>	
Board Decisions	<p>24. GM Monitoring Report – Ends (A) Policies: Michael made some editorial changes, changing “customer” to “shopper,” and “member-owner” to “owner-member.” He thinks the policies are clear and concise. He will use his report next month (A policies, part 2) to identify anything we are not doing and present plans for change.</p>	<p>Christy: Figure out how to save all responses to policy. Edit the doc.</p>
Self-Monitoring	<p>25. Board Process C7, C8 & C9 – It was decided that the reporter (Megan this month) should write a report and submit it to the board in advance.</p> <p>26. Next month's policies, C10 & 11, were assigned to Christy.</p> <p>27. Questions for policies – Are we in compliance? If not, do we need to change our behavior, or the policy? Are there changes that need to be made? Is the policy serving a useful purpose for our board?</p>	<p>Christy: Review C10 & 11</p>
Assignments	<p>28. We skipped this conversation tonight.</p>	<p>Look to the left.</p>
Committee Reports		
Finance	<p>Present: Sarnath Ramnath, Christy Benesh, Michael Valente Date: June 17, 2014</p> <p>1. The numbers were tough this month. They look worse than they probably are. Michael spent a lot of time working through them, looking for errors and explanations.</p>	

	<p>2. The store would have been profitable, if there hadn't been so many unexpected expenses, and rolled over expenses that occur every six weeks.</p> <p>3. Decision: after internal audit, we will assess if we need to go in a different direction with accounting. May want auditor to maybe fully implement QuickBooks and build the budget into QuickBooks program.</p>	
Membership	<p>Present: Gwen Feddema, Kate (staff), Michael Valente (GM) Date: June 18, 2014</p> <p>International day of the Co-op Discussion of plans, musicians, entertainment, food, etc. It looks to be the most impressive year yet!</p> <p>It was agreed that staff who sit in the dunk tank for an hour \$25 gift certificate to Bravo Burrito.</p> <p>Dawn may not be able to do face painting</p> <p>Kate with check with Melinda on who did the elaborate painting last year</p> <p>Amy will do the scavenger hunt</p> <p>We are open half day on the 4th</p> <p>Drawing every half hour for free items</p> <p>Coffee game</p> <p>Small give away for scav hunt (Amanda and kate)</p> <p>Free samples – lots</p> <p>Need time for hula hoopers</p> <p>Need staff for dunk tank, will also have a few family members of board.</p> <p>Robin will do chair massage if available</p> <p>Kate checking with Cheryl on beef and possible</p>	

	<p>representatives</p> <p>Annual Dinner Waiting on menu We agreed to send a letter to all new members (since last year) that they can bring in to exchange for a free ticket to the event. Staff will be given free tickets. Melinda and her family will also be invited.</p> <p>Michael to get menu from Liz and email to committee once he has it so we can brainstorm décor idea's prior to next meeting.</p> <p>Further planning is a priority at next meeting.</p> <p>Possible survey to membership related to what types of topics they would like presented or to have speakers on for membership engagement events such as potlucks.</p>	
Board Development	<p>Present: Megan & Graham Date: June 18, 2014</p> <p>Have been going through top 200 members, calling them, thanking them for their committee and asking them to join a committees, or run for the board this fall. Application deadline is July 16.</p> <p>Date of Annual Dinner went into the newsletter. Menu needs to go out with the ballots.</p>	
Policy Development	<p>Present: Date: Policies are completed. Board members need to review the entire thing.</p>	
Executive	<p>See Executive Discussion, above.</p>	

Meeting adjourned at 8:50 pm.

Minutes edited & submitted by Christy Benesh, Board Secretary