

CONCORD FOOD COOPERATIVE

BOARD OF DIRECTORS

BOARD MEETING MINUTES

Wednesday, June 21, 2017, 5:30 PM, New England College, Concord, NH



Cathy Menard, President, called the meeting of the Concord Food Cooperative Board of Directors to order at 5:37 PM. A quorum was present.

Attending: Cathy Menard, Derek Owen, Jim McConaha, David Marshall, Finis Williams and Krista Helmboldt. Guest: Board Candidate Peter Engel. Staff: Chris Gilbert (General Manager), Melanie Waldvogel (Board Administrator).

Absent: Tedd Evans, Tracie Sponenberg.

POLICY GOVERNANCE B2: PLANNING AND BUDGETING FY18

Chris presented a revised budget with minor adjustments to expenses such as an increase to health insurance. Wages include a 3% increase. Kearsarge sales growth is projected to level off at 2%, which is still ahead of the national trend for NCG co-ops.

The Co-op will draw on our line of credit in June 2017 for working capital, as an installment of member loan repayments is due. A potential plan for restructuring store expansion debt is reflected in the FY18 budget.

BOARD VOTE: Accept B2: Planning and Budgeting FY18 as submitted.

(Motion by Finis Williams, seconded by Jim McConaha; approved unanimously).

POLICY GOVERNANCE B6: STAFF TREATMENT AND COMPENSATION

The recent staff survey figured prominently in Chris' report on staff treatment and compensation. Based on the survey, the Co-op is in compliance in all areas except for employee perceptions of low pay. Chris' research indicated that for some employees, the Co-op's pay scale is just slightly lower than the NH average of similar positions. Chris plans to correct this disparity and affirmed – with support from the Board - that a livable wage is the Co-op's ultimate goal.

The Co-op's benefits package is very favorable compared to other co-ops, and includes health insurance at a low cost to staff members, along with a new Employee Assistance Program. A total compensation statement will be provided to each employee specifying their benefits in addition to wages. Job descriptions will also be re-evaluated. Chris was thanked by the Board for another great leap forward in report quality.

BOARD VOTE: Accept B6: Staff Treatment and Compensation as submitted.

(Motion by Jim McConaha, seconded by Finis Williams; approved unanimously).

ANNUAL MEETING PLANNING

Chris proposed combining the annual meeting with a member celebration and outlined a plan for a brief business meeting and voting period, followed by a celebration to be held at the Co-op. To ensure warmer weather, the plan is to move the annual meeting to Saturday, September 16th from 1:30-4:30pm. Music, local food and vendors will be part of the celebration.

BOARD VOTE: Hold an annual meeting and celebration Saturday, September 16th, 2017.

(Motion by Finis Williams, seconded by Jim McConaha; approved unanimously).

EMPLOYEE CONCERNS POLICY

Spectrum Consulting has been hired as an independent arbitrator should a situation arise that the Co-op cannot solve internally. The revised policy is consistent with B6 1b which provides for engagement of an objective third party for grievances.

BOARD VOTE: Accept the Problem Resolution Policy as revised.

(Motion by Finis Williams, seconded by Derek Owens; approved unanimously).

POLICY GOVERNANCE B8: BOARD LOGISTICAL SUPPORT

The minutes are up to date on the web-site and in the store. All around support from the Board for Melanie Waldvogel's fine work was expressed.

BOARD VOTE: Accept B8: Board Logistical Support as submitted.

(Motion by Finis Williams, seconded by David Marshall; approved unanimously).

POLICY GOVERNANCE B9: GENERAL MANAGER SUCCESSION

Nick Schneider will serve the Co-op in case of an emergency as Designated General Manager. Nick will cover for Chris at the July Board meeting due to a schedule conflict with the Shaker Village Garden Party.

BOARD VOTE: Accept B9: General Manager Succession as submitted.

(Motion by David Marshall, seconded by Finis Williams; approved unanimously).

NOMINATING COMMITTEE REPORT

Cathy Menard reported that Charlie Cole, due to his schedule, will not be able to continue on the Board. His position will remain unfilled until the election. Jim reported that all four incumbent seats will be running again, and Peter Engel is a candidate for the fifth open Board position. Jim will check all paperwork to make sure it is in order for each candidate.

The Board expressed interest in online voting in order to increase member participation in the election. Confidentiality was raised as a concern. Chris will include an e-ballot proposal with the July board package.

GENERAL MANAGER'S REPORT

Chris reported that the Spring Into Healthy Giving event drove business to the store, including lots of new faces. Increased exposure was the main benefit for the Co-op. Between 2,500 and 3,000 people attended the inaugural event.

Online shopping is live and being promoted. The Co-op's parking lot will remain open during Market Days, with 'Grilling and Chilling' in the parking lot.

Chris has negotiated significant decreases in grocery, produce and supply costs through vendors.

MINUTES APPROVAL

BOARD VOTE: Approve the May 17, 2017 minutes as submitted.

(Motion by Derek Owen, seconded by Jim McConaha; approved unanimously).

Chris Gilbert and Peter Engel leave the meeting at 7:34pm.

EXECUTIVE COMMITTEE

☐ **BOARD VOTE: Enter Executive Session at 7:36PM to vote on previous minutes.**

(Motion by Finis Williams, seconded by Krista Helmboldt; approved unanimously).

BOARD VOTE: Approve the April 19, 2017 and May 17, 2017 Executive minutes as submitted.

(Motion by Finis Williams, seconded by David Marshall; approved unanimously).

☐ **BOARD VOTE: Exit Executive Session at 7:37PM.**

(Motion by Finis Williams, seconded by Krista Helmboldt; approved unanimously).

ADJOURNMENT

☐ **BOARD VOTE: Motion to Adjourn at 7:37PM.**

(Motion by Derek Owen, seconded by Finis Williams; approved unanimously).

The meeting adjourned at 7:37PM. The next meeting is scheduled for Wednesday, June 19, 2017, 5:30PM at New England College in Concord.