

**SUGAR BEET FOOD COOPERATIVE**

**BOARD OF DIRECTORS MEETING MINUTES**

**Tuesday, June 11th, 2019, 7:00pm**

**Oak Park Main Library**

Board of Directors Present: Laura Bacon, Jim Doyle, Kathy Gaynor, Tom Hollinden, Bri Kellogg, Greg Kolar, Sharon Newton, Jill Niewoenher, Peter Nolan, and Janet Rouse

GM: Chris Roland

Marketing: Lissa Dysart

Owners present: Bill Gee

**MINUTES**

* **WELCOME and CALL TO ORDER (PETER):** 7:02 pm
* **GENERAL MANAGER’S REPORT (CHRIS)** 
  + GM Update
    - May 2019 saw 7.7% sales growth (8% projected)
  + Key Initiatives
    - Fresh meat reset is underway; store is looking at sourcing options for some meat/fish items
    - Frozen department reset will also occur; store will be working with a rep from NCG on guidance
    - April’s Owner Drive success carried into May 2019; our owner total for the co-op is now well over 2,000
    - Key staff from the co-op will attend a produce training in the upcoming weeks
    - The Village of Oak Park’s design commission discuss the co-op’s front window renovation plans at their 6/26/19 meeting. The co-op mailed 105 letter to neighbors.
      * 1. Discussion on the impact of the Madison Street project was discussed. GM reported that impact on the store was minimal at this point.
        2. Discussion on the design of the window graphics occurred and what % of the windows would be covered with graphics. GM added that the project would be “artistically valuable” to the building and the village in general.
    - Key staff will undergo trainings both in person and online. Topics include customer service and accountability (human resource department) and fresh food (meat and produce managers)
  + Marketing (Lissa)
    - 4th of July parade in Oak Park: the co-op will send out an invitation to owners to participate / march with the co-op
    - Board volunteer opportunities: farmers market tabling, 4th of July parade, and Edible Garden Tour (hand out lunches and be present in store)
    - Tom inquires if the co-op has reached out to the new residential buildings as part of their welcome packet. Lissa said she would be happy to reach out, but will need a contact. Janet will provide the contact.
  + No Owner Refunds
* **COMMITTEE UPDATES** 
  + Compensation Committee (Ryan, Sharon, Laura): currently reviewing some materials and are finishing up the new employee handbook
  + Membership and Community Outreach Committee **(**Bri, Janet, Jill): will ramp up the “Owners Picks” campaign and will also draft new benefits to co-op ownership
  + Governance / Board Development Committee (Peter, Bri, Sharon, and Kathy): no update at this time
  + Strategic Plan / Finance Committee (Jim, Greg, Tom): no update at this time
  + Loan Committee (Peter, Jim, Greg, Tom, Bill G): there was one new request for a loan payoff ($10K). The board voted to pay off the loan at principle (Peter made motion, Kathy second the motion, motion passed).
* **Q&A from audience**
  + Bill Gee inquired about new receipt format. He noted that it now shows the percent of local produce purchased. Bill asks if there is any way to show a running total or “aggregate” of money saved as an owner. Chris will inquire with the Point of Sale company; he also notes that the co-op can track owner discounts better now.
* **Adjourn for Executive Session 8:22 PM**

**EXECUTIVE SESSION**

* + - 1. Board member, Eryn Cook, has not attended (greater than) 3 meetings in a row and has not responded to communication. Therefore, in accordance with Bylaw 5.11, it is noted that Eryn has resigned from the board. Peter will correspond with her to note her resignation.
      2. Code of Conduct (Board)
         1. The board reviewed the draft provided by Sharon
         2. Noted that we need a better definition or explanation of Conflict of Interest
         3. Noted that a more complete definition of “official statements (section 2a) and “negative judgemnet” need to be drafted.
         4. There was an overall discussion on updating the bylaws
      3. Chris’s Action Plan
         1. He is having 1:1 monthly meetings with managers.
         2. Next meeting will be a review of the new employee manual.
* **Next Board Meetings:** 6/11 (public), 7/9 (planning), 8/13 (public), 9/10 (planning), 10/8 (public), 11/12 (planning), 12/10 (public)