

Blue Hill Co-op Board Meeting
August 25, 2022, Blue Hill Co-op Café

Board Members Attending: Jo Barrett, Diane Bianco, Jenny Brillhart, Aaron Dority, Deborah Evans, Anne Gilchrist, Jennifer Traub, Tim Tunney

Absent Board Member(s): Jerome Lawther

Others Attending: Kevin Gadsby (General Manager), Julia Klein (Minute Taker), Greg Palmier Owner.

Julia Klein, minute taker

Aaron Dority, meeting facilitator, timekeeper

Jennifer Traub, tasks and decisions

Meeting commenced at 6:08 PM.

Approval of Agenda

Jo moved to approve the agenda. Jenny seconded the motion. The motion unanimously carries.

Open Owner Time

Greg Palmier thanked the Co-op for carrying his organic blueberries and commented that the store seemed much busier this summer than last. He reiterated his suggestion from last summer that the Co-op consider instituting the EZ-pay program used at Weaver's Way Co-op in Philadelphia. He also suggested that the Co-op provide cardboard shipping boxes to customers as an alternative to bags. Discussion ensued. While these issues are operational and not board level decisions, the Strategic Planning Committee will discuss the use of cardboard boxes for customer's purchases, and the Finance Committee will explore the possibility of instating the EZ-pay system.

Approval of Minutes

Jenny moved to approve the July 28, 2022, Board Meeting Minutes with suggested edits. Anne seconded the motion. The motion unanimously carries.

GM Monitoring

B6 Staff Treatment and Compensation – Kevin reported that he boosted starting pay to \$14/hour and is working on compression wage adjustments for all staff. Adjustments are individual to each employee based on length of employment, etc. Aaron noted that salary costs are lower than in the past. Kevin affirmed that labor rates have dropped from last year. Kevin explained a rebate of \$23,000 received from UNFI after a review by NCG based on inventory issues which occurred during COVID. Kevin noted that several employees have returned to school causing labor issues in the store. He is receiving applications currently. Kevin is considering offering a summer bonus and plans to give the rebate funds to the staff. The board applauded plans to reward staff. Kevin shared that he paid off \$152,000 from the line of credit and placed \$35,000 into savings. Due to this, cash on hand was low in July but has risen to 12 days currently. The board commended Kevin on the cash position.

Jo shared that she's heard complaints that some staff may be under-paid at the Co-op compared to higher wages offered at large stores. Discussion ensued. Kevin reiterated his plans for wage increases and summer bonus pay and noted that labor issues are occurring everywhere at present. He noted that he anticipated including a staff survey with the B6 report but has not had time.

Kevin reported on summer business highlighting \$41,200 days, overflowing parking, and exceptional output from the Café. He commented that the full potential of the store and Café are beginning to be realized. He updated the board on bookkeeping noting that the current bookkeeper has agreed to continue handling payables. Kevin is working to create a position handling both payroll and HR. The board inquired regarding investment redemptions. Kevin responded that \$52,900 have been redeemed to date. **Jen moved to accept Kevin's report on B6 Staff Treatment and Compensations as in compliance. Jo seconded the motion. The motion unanimously carries.**

Board Monitoring

C7 Board Committee Principles – Deborah presented her report on policy C7 stating that the committees use check-ins and reports at regular meetings to maintain communication with the board. However, she noted that some of the committee charters are not accounted for. Jen will locate committee charters. **Anne moved to accept Deborah's monitoring report on policy C7 as in compliance. Jo seconded the motion. The motion unanimously carries.**

Annual Meeting Preparations – After lengthy discussion, the board decided to keep the annual meeting celebration small with appetizers/cocktail hour from 5:00-6:00 PM and the business meeting to follow. The board will ask Edie Dunham to play the piano. Jen will update Jerome on meeting plans and Jerome will set the agenda. Diane, Anne, and Jenny will meet on Monday, 8/29, to finalize food and meeting plans and will report to the board via email on September 2. The invitation will be sent out on September 9.

Election Committee Updates – Jo reported on the election committee highlighting the two voting options and noting that owners are clearly reminded to choose only one option. Both options will be sent out on the 6th. Five candidates and four bylaw changes appear on the ballot. Kipp is managing the e-voting program. Jo noted that the elections process and Annual meeting preparation should be started earlier in the year especially when bylaw changes are needed. The timeline will be reviewed when the 2023 Board Calendar is set. The committee is considering moving the Annual Meeting to earlier in the year. Kevin will send the Annual Meeting announcement text to Jenny to add start time and food details.

September Reports – Kevin expressed his need to focus on Annual Meeting reports and requested moving GM reports B1 and B2 Planning and Budget to the October board meeting. Jen noted that D Global Management Connection is a header and should be removed from September's agenda.

Agenda

GM Report

C-8 Governance Investment - Diane

Annual Meeting

Elections
Board Trainings

Meeting Evaluation: Scattered, complicated, busy! Good job, Aaron!

Meeting Adjourned: 7:25 PM

Due Date for the Board Packet: Items for the Board Packet will be due on Thursday, September 15, 2022.

Next Board Meeting: Thursday, Annual Meeting September 22, 2022, 5:00-6:00 PM cocktail hour, 6:00 PM business meeting, Blue Hill Co-op, Café.

Minutes respectfully submitted by Julia Klein