

Blue Hill Co-op Board Meeting
April 23, 2013 Blue Hill Public Library, Howard Room

Board Members Attending: Mia Strong, Keith Herklotz, Laura Livingston, Allison Watters, Jim Picariello, Jerome Lawther, Kristyn LaPlante, Aaron Dority (via Skype) Marge May

Absent Board Member(s): Richard Paget,

Others Attending: Mark Deeny (General Manager), Julia Klein (minute taker),

Julia Klein, minute taker

Allison Watters, task and decision keeper

Mia Strong, meeting facilitator, time keeper

Approval of Minutes: **The March 26, 2013 Minutes were approved as amended.**

Time Open to Owners: No Owners were present.

Board Process:

GM Report – Mark briefed the Board on recent activities in the store and outreach and took questions. He mentioned that financial reports for the 1st quarter are looking good with a 3-4% sales increase in March over last year. Mark is researching opening a Co-op business credit card with rewards to produce extra cash flow. Mark asked the Board their opinion of having plastic bags at the checkout. Jim requested a pie chart rather than a bar chart on the GM report.

GM Review – Mia reported that she and Jim are in the process of compiling information from the Staff Survey and will be reviewing GM compensation. They will formulate a letter of recommendation for the Board regarding the GM contract for the upcoming year. An executive session will be held at the May meeting to discuss the Survey, compensation and the recommendation.

Annual Meeting Reports – The Board discussed the Annual Meeting. The meeting will start early at 6:00 and committee chairs will deliver short reports on the period between July 1 and December 31, 2012. Reports will be due on May 10th. Allison mentioned the Annual Picnic. Directors agreed that it should continue to be held and that harvest time is best.

Committee Reports:

Relocation – Aaron briefed the Board on the Relocation Committee via Skype. He uploaded notes from recent Relocations meetings to Drop-box and will forward them to the Board. Stahnke + Kitagawa Architects submitted a proposal to the Committee for design work and programming for the new building. The Board agreed to have more than one architect submit a proposal. The Committee scheduled three Owner Forums, May 14, 6-7:30, June 23 and August 14th and will focus advertising around these objectives: alerting the Owners of fundraising needs, focus topics, education about the relocations process so far and understanding the Owner's vision for the Co-op. **Aaron brought a**

proposal to the Board from the Committee to spend an initial \$3,200 on a site survey and \$500 on wetlands delineation allowing the Relocation Committee to continue their work and determine the site's building capabilities. The Board discussed and approved the proposal. The site survey contract is to be sign directly with Sage Collins Surveying, Inc. by the Co-op and not in association with Stahnke + Kitagawa Architects. Jim requested that the Committee negotiate for Survey rights and computer files to be used in the future. In response to a question from Allison, Mark explained that money for the approved expenses will come from the Co-op's reserves. The Committee will develop a proposal regarding a budget of this summer's relocation expenses and compare it to funds in reserves. Jim and Mark will look at the Owner Survey to clarify numbers.

Election Committee – The Committee will meet Tuesday April 30th to finalize election procedures. Ballots are currently being collected. Allison took questions and the Board discussed election details.

Newsletter Article – Marge will write a short piece about Co-op Committees for the current Newsletter and send it to the Board for review immediately. Mia fixed Committee Chair email addresses on the word doc for newsletter submission.

Membership Stimulation Committee - Jim will meet with the Committee before the May Board meeting.

Board Development Event – The Directors discussed attending a CBLD Board Training session held at Rising Tide Co-op on May 11th. Mark will email the Board a syllabus for the event and clarify costs. Mia, with the Executive Committee, will look into a training session for our Board in July. Kristyn will send a brief bio and resume to the Board to enable them to get to know how she can best serve. Mia will get a handbook to Kristyn and arrange for a mentor. Mark mentioned that the Belfast Co-op, Rising Tide, and the Blue Hill Co-op are discussing uniform Owner benefits.

Agenda for Next Meeting:

Annual Meeting Reports (written and verbal)

Strategic Planning(?)

Committee Reports – Outreach, Relocation

Executive Session – GM Review

Meeting Evaluation: Various comments about the meeting were, “good,” “over early!” and “efficient.”

Due Date for the Board Packet: Items for the Board Packet will be due on Saturday May 11, 2013. Reports for the Annual Meeting will be due on Friday May 10.

Next Meeting: Tuesday May 21, 2013. The Annual Meeting will be held from 6:00 – 7:00 PM, followed by the Board Meeting from 7:00-9:00 PM at the Blue Hill Public Library, Howard Room.

Minutes respectfully submitted by Julia Klein