

## **Blue Hill Co-op Board Meeting**

November 20, 2012 Blue Hill Public Library, Howard Room

Board Members Attending: Mia Strong, Richard Paget, Keith Herklotz, Laura Livingston, Allison Watters, Jerome Lawther, Jim Picariello, Marge May, Aaron Dority

Absent Board Member(s): Chris Ramsay

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

Julia Klein, minute taker

Aaron Dority, task and decision keeper

Mia Strong, meeting facilitator, time keeper

Approval of Minutes: **The October 16, 2012 minutes were approved with no changes.**

Time Open to Owners: No owners were present.

Consent Agenda: **The GM Report was accepted by the Board.** Jim commented on a downward trend in produce sales. Mark responded that though buying is down as well, the store is stocked with a smaller amount of better looking produce resulting in less waste.

Officers: Roles - A description of Officer Roles was read from the Board Handbook.

Executive Committee – Discussion was held regarding the possibility of creating an Executive Committee. **A proposal was made and approved to create an Executive Committee, consisting of Board Officers, which will meet monthly prior Board Meetings to assist in planning the agenda and addressing issues.**

Elections – **The Board nominated and accepted Richard Paget as Board Treasurer.** Allison reminded the Board of their discussion regarding electing a Vice President who would prepare to take the President’s seat in the future. **Jim Picariello was nominated and accepted as Vice President.** He alerted the Board that he cannot commit to taking on the Presidency due to uncertainty in his future schedule. **The Board nominated and accepted Marge May as Board Secretary. Mia Strong was nominated and accepted to continue in her role as Board President.**

Committee Reports:

Relocation Committee: Aaron briefed the Board on the bi-weekly Relocation Committee meetings. The Committee has worked to collate all existing information regarding the relocation project and place it in a Drop-box folder accessible to all Directors. The Committee discussed overall goals in light of existing information and discussed Committee responsibilities, drafting a timeline and keeping track of the budget. The Committee will conduct a survey of department managers to understand their desires in a new store and expressed the need for guidance from the Owners as well. Bruce Stanke formulated 5 items for next steps. Aaron will send meeting minutes to the Board. Board discussion followed regarding the hiring and job description of a project manager, the role of a campaign committee in search for funds, and topics to discuss with a consultant.

Finance Committee – Keith reported that the Finance Committee has been discussing options for raising funds for relocation as well as how to use the current location most profitably in the meantime. Richard recommended an energy audit and will get contact information for an auditor to Mark.

Review Committees: Committee Chairs gave brief reports on their Committees.

Outreach Committee - Mia stated that the Outreach Committee has not met since the Annual Picnic but is expecting to restart after the New Year. The Committee will meet with staff to sort out outreach responsibilities.

Ownership Stimulation Committee – Jim voiced concern about the usefulness of the Committee to the Board. Discussion followed in which the Committee’s role was affirmed. **A Proposal was made and approved that Jim will present a revised description of the Committee to the Board after consulting with Mark.**

Election Committee – The Committee meets once a year during elections and is going fine.

Board Development Committee – Allison reported that the Committee could use help with during the recruiting season as there is much work to be done. Mia reminded the Committee to that election dates must be refigured according the change in fiscal year and Annual Meeting dates.

Finance – Mark, Bob Sullivan and Keith meet once a month to look at numbers. It’s going great!

Executive Committee – The Committee will be launched shortly.

Policy Review Committee – The Committee is in deep hibernation until needed.

Strategic Planning:

Ownership Drive – Mark recommended that the Board consider an Ownership drive prior to the beginning of fundraising. Discussion followed regarding improving the value and rules of Ownership and marketing Ownership effectively. Mark will contact Isla Miller to request her services regarding Ownership issues and will present a proposal to the Board before action is taken.

Ownership Communication – Marge May voiced her concern to see more communication between the Board and the Owners. She stressed the importance of including substantive articles from the Board in each Newsletter about Board activity and issues and projects of the Co-op well as a list of Directors and contact information. She suggested creating a Board presence on the Co-op web page. Jim added that Facebook and Twitter could be used to host articles from the Newsletter on a regular basis. Keith suggested including a puzzler in the Newsletter to get minds engaged. **A Proposal was made and approved that Marge will draft a short article for the Newsletter which will include a summary of Board reports and progress. The Article will be reviewed by the Board and GM prior to publication.** Mark will make corrections to Board email addresses on the website.

Training – The Board discussed ideas for Board training sessions. Agreement was reached that training in all aspects of fundraising/financing for relocation would be helpful. Mark mentioned that CBLD may have expertise and that there may be funding available to cover the training costs. He will look into the possibilities. Particular need

was identified in the areas of organizing Owner Loans and utilizing unique aspects of the surrounding community. The Finance Committee agreed to identify funding sources in their next meeting. Jim suggested focusing on signing up summer people for Ownership next summer.

Agenda for Next Meeting:

Relocation Committee

GM Report - Budget

Board Budget

Ownership Stimulation Committee

Board Calendar Review

Good Food!

Meeting Evaluation: Comments on the meeting were, “good!” and, “yay!”

Due Date for the Board Packet: Items for the Board Packet will be due on December 8, 2012.

Next Meeting: December 18, 2012 6:30- 9:00 PM Blue Hill Public Library, Howard Room.

Minutes respectfully submitted by Julia Klein