

Board of Directors Meeting
Wednesday June 21, 2017

6pm check-in | 9pm adjourn
Second Shift, 3234 W Diversey Ave

Directors: All present. *Ally 6-8pm call-in.* **Staff:** Sharon Hoyer (GM), Audrey Sekendur
Guest: Thane Joyal (CDS)

Call to Order & Check-in

Ryan Palma, Facilitator

Owner Comments

Audrey Sekendur, Union Steward

Hopes that as the board reviews the B6 policy on staff treatment and compensation, thorough consideration is given to B6.II on living wages.

Consent Agenda

Ryan Palma, Facilitator

Approved:

- May Meeting Minutes
- Annual Calendar, Revised
- Committee Charters: Election, Policy
- Committee Reports
- GM Report, Expansion Update

Not approved:

Board Budget, FY17-18: can be ready in about one week. Ryan will post to Loomio.

Agenda Approval

Ryan Palma, Facilitator

10min added to hear GM Report verbally and ask questions.
(Further changes made later in the meeting due to time constraints.)

Setting Norms

Sean Shatto, President

This is a living document that can be improved upon, but want to implement now to set expectations around communication, read at beginning of each meeting to set the tone.

Sean will clean up wording, reduce redundancies, incorporate suggestions given here and post to Loomio for approval within two weeks. Claudia will create visual representation for meeting space.

GM Report

Sharon Hoyer, GM

- May: high sales decline and tight cash position due to increased personnel costs, DNAinfo ad, POS transition work, G-Suite migration.
- Working with NCG on budget tracking, trying to control expenses as much as possible. (Operations manager salary: keep in current operations or add all/part in expansion budget?)
- 20 new owners in May.
- Invitations went out this week to community organizations about inclusivity and access plan-- meetings will be 2nd Thursdays beginning in July, with space for board participation.

Policy Monitoring Process

Thane Joyal, CDS Consulting Co-op

- Monitoring reports are the primary way for board to connect with what's happening on the ground at the co-op and compare to roadmap of policies.
- Keep decision tree in-hand when reading reports pre-meeting.
- Balance between holding each other accountable and acknowledging our humanity: admitting that reports haven't been read should be accepted. Test: have you read it and are you ready to act?

GM Monitoring

Sean Shatto, President

B5: Treatment of Customers, Resubmitted

Accepted as compliant.

B6: Staff Treatment & Compensation, Resubmitted

B6.6 - Not accepted; will be monitored again in August.

Staff training needs to be bolstered - implementation of MOD system will help.

B6.11 - Not accepted; reinterpretation and additional scenario projections to review in August.

Does living wage apply to full-time AND part-time?

Should we be using definition of living wage from NCG?

B1: Financial Condition, Q3

B1.1 - Accepted as non-compliant.

There isn't a plan in place but that's OK; opening store will address. Need to minimize decline; don't want to lose track of short-term need for revenue.

BI.2: Accepted as compliant.

Overage on a project budget was absorbed into operations budget

BI.3: Accepted; policy to be revised next month. Flagged for policy committee review.

Requesting current and quick ratios. Sharon to provide follow-up.

BI.4: Accepted as compliant.

BI.5: Not accepted; data requested.

Sharon will provide payroll tax form within next two weeks.

BI.6: Accepted as compliant.

BI.7: Accepted as compliant.

BI.8: Accepted as compliant.

BI.9: Not accepted; data requested.

How much of FY16-17 marketing plan is being implemented?

Sharon will present FY17-18 marketing plan to board when ready.

BI I: Community Responsibility

BI I.1: Accepted as compliant.

BI I.2: Accepted as compliant.

BI I.3: Accepted as non-compliant. Flagged for policy committee review.

Broad policy; education is not easily measurable. Flag: outside ownership?

----- EXECUTIVE SESSION -----

Board Succession

Brian Solem, VP

Director intentions for 2017-18 cycle discussed alongside exit interviews, board asset assessment.

Adjourn

Ryan Palma, Facilitator

Remaining topics will be covered at an interim meeting to be held after NCG presentation on 6/26.

Board of Directors Interim Meeting

Monday June 21, 2017

8:30-9:05pm, after NCG presentation

Second Shift, 3234 W Diversey Ave

CBLD Program

Brian Solem, Vice President

See spreadsheet, take a look at tasks from March→June and update status. Brian will post link in Loomio, Everyone will comment in document.

5min check-ins on these items will happen at future board meetings.

Community Engagement Committee

Claudia Richman

Discussion on evolving understanding of current needs, revision of charter from an outreach committee to an owner liaison role focused on linking and managing communication with ownership.

Claudia will post updated proposal for owner liaison role to Loomio for further discussion, approval.

Future

Next board meeting is Wednesday 7/19, 6-9pm.

Submission deadline for materials to be included in agenda packet is Monday 7/10. Packet to be compiled and distributed by Wednesday 7/12, a week prior to meeting.

Outstanding items:

Board Monitoring: C4 Board Meetings (Sean)

CCMA Conference debrief (Sean)