



## Board of Directors Monthly Meeting

Wednesday 7/22/2020, 5:35 – 6:30 pm

Location: Due to Coronavirus emergency, this was a virtual meeting via Zoom

**Board Members present:** Amanda Qualls, Phyllis Miller, Denise Diener (had to leave at 6:30), Rose Shetler, Darin Short, Sherri Kirchner (able to join at 5:45), Clayton Miller (able to join at 6:45)

**Absent:** Mark Seeley

**Staff present:** Brad Alstrom GM,

**Others:** No one from the public participated

### 1. **OPENING ACTIVITIES** (5:35 pm)

- Amanda read of our “Ends”
- Check-In: “Are we prepared to act on everything before us?”
- Declaration of quorum

### 2. **GM REPORT** (5:40 pm) Brad highlighted several items from his written report

- Financial performance:
  - sales still up >15% from this time last year,
  - customer count increasing,
  - basket size still above pre-Covid numbers,
  - maintaining a good level of cash on hand
- Personnel updates: Joel Fath will advance to the position of Deli Manager in August.
- Education workshops continue including an upcoming an outdoor event on Smoking Meat by Greg Beachy
- The next Membership Appreciation days will be 7 days next quarter probably around the time of Annual Meeting.
- Plan to have Melanie Reid conduct the Staff Survey in 2021.
- Covid Update:
  - Although several staff have self quarantined due to potential exposure away from work, there has been no staff testing positive
  - Still see a few customers pushing back to the requirement to wear masks, but so far feedback has been positive.
- NCG has renewed the UNFI contract for another 3 years.

### 3. **POLICY GOVERNANCE** (6:00 pm)

Reference materials – Decision Tree

- Policy monitoring:
  - X.3 Asset Protection
    - Business, Workman’s Comp, D&O Insurance coverage through July 2021
    - Brad confirmed there is something in the employee handbook confirming need to hold private owner/member information so X.5.a should be listed as compliant not partially compliant
    - The PCI credit card requirement will be in place by October

- Motion to accept as compliant knowing the PCI requirement will be in place. (PM) and seconded (RS)
      - No discussion
      - Vote: 6/0/0
  - G.4 Officers Roles
    - Officers elected/reelected annually at the board retreat.
    - Motion to accept as compliant (DS), second (DD)
      - No further discussion
      - Vote: 6/0/0
  - GM Policy monitoring schedule for 2020 reviewed. Will hold X.5, X.6 and E.1 Ends will be held to 2021 due to Covid emergency.

**4. ADDITIONAL DECISIONS:**

- Approve June minutes:
  - Motion to approve (RS), second (SK)
  - Vote: 5/0/1
- May Minutes were approved via email vote since last board meeting Vote was 7/0/1 (one abstention was due to not being at the May meeting.)

**5. EDUCATION (6:30 pm):**

- Culminate Abolitionist training. Darin encouraged our participation. Brad confirmed some staff will participate and board agreed someone from the board should as well.
- Retreat planning
  - Initial sessions will be held virtually Wednesday evening August 19 & Saturday morning August 22<sup>nd</sup>. 90 minutes each.
  - Additional sessions will be scheduled later in September
  - Potential topics include:
    - Ends review
    - Board leadership capacity – perpetuation
    - Operations leadership capacity – support for Brad
    - Community Visibility – how do we understand our Ends and interpret them to the community

**6. PUBLIC COMMENT (6:40 pm).** No public present

**6:45 moved to Executive Session**

**7. ADDITIONAL AGENDA ITEMS: (7:00 pm)**

- Annual Meeting Election Timeline:
  - Deadline for Applications – 7/27/20
  - Slate of Candidates approved – 7/29 or 8/1/20. May call a virtual board meeting to approve
  - Announce and open voting to occur for 2 weeks in August
  - Present new board members at the Annual Meeting in September
- Agreed we wish to provide another meal for staff. Amanda will arrange for it to take place Friday 31<sup>st</sup>.
- Upcoming events:
  - Potential connection with Ben Sandel if he has time when in Goshen in August
  - Tuesday July 28<sup>th</sup> social gathering at Goshen Brewing at 7:00. Amanda will send invitation

- August board meeting will be August 26<sup>th</sup> at 5:30

**8. MEETING ADJOURNED (7:10)**

**Minutes submitted for board approval by Phyllis Miller, Secretary**

*Phyllis Miller*

**07/21/20**