

**Cambridge Food Co-op
Minutes of Advisory Board Meeting
Wednesday, August 26, 2015**

Meeting called to order at 6:36 by Susan Sullivan, Board Chair

Advisers Present:

Cheryl Baldwin
Kendal Dwyer
Cory McMillan
Charles Reiss
Marcia Reiss
Hannah Stevens, Treasurer
Susan Sullivan, Chair
Kathleen Ward, Secretary

Absent:

Melissa Carll
Isaac Labish, Vice Chair
Peg Winship

Members:

Nola White
Terry Teitelbaum

Approval of minutes:

Motion was made to approve minutes from 17 June, 2015 Board meeting. Minor corrections suggested to Point of Sale section. Minutes from the meeting on 17 June, 2015 accepted with modification.

Business:

General

- Board Chair welcomed all Advisory Board members and guests from the general membership (two working members were present). Reminder was made to observe meeting rules of conduct, with special attention to reducing side conversations during meeting discussions.
- Chair reviewed timekeeping logistics and requested that Board Clerk track time. After some discussion, task was transferred to working member Nola White.

Discussion and Voting Items

- **Parking Lot:** A brief review of issues regarding parking lot acquisition was presented and discussed. The Board was given a proposed term sheet to review. Discussion ensued regarding the drafting of a Letter of Intent, based on the term sheet.
 - **Motion:** Cheryl Baldwin moved that the Board invite Alan Wrigley to write a Letter of Intent based on the terms presented in the term sheet. Kendall Dwyer seconded the motion.
 - **Vote:** All in favor, with one Board member abstaining.
 - **Resolved:** The Board requests that member Alan Wrigley draft a Letter of Intent to Purchase Lot 255.20-7-23.1 based on the Terms List drawn up and submitted by the Building Task Force to be sent to Cambridge Industrial Corporation, Inc. (Terms Sheet is available upon request but will not be posted to public because it is part of a negotiation.).
- **Working Member Shift Schedule:** Cory McMillan made a proposal to remove the 10:30 am shift from the working member shift schedule, effective as of September 1, 2015. Discussion ensued regarding the possible impacts of such a change. Board Chair requested verification of whether or not this constitutes a major change from our Rules or By-laws, requiring a Membership vote. By-laws Committee member Nola White said no, it does not. Board agreed to the change without a vote.

Reports

- **Fundraising:** Board Treasurer Hannah Stevens presented a written report (co-written by Peg Winship and Hannah Stevens) on behalf of the Fundraising Committee. The Board was pleased to hear about the success of the Ultimate Picnic Fundraiser on August 1st. All Board members agreed that a hearty thanks is due to everyone involved, especially Peg Winship and Doug Reed. See attached report for additional details.
- **Finance:** Hannah Stevens presented a written report regarding co-op finances. Her report included re-articulation of the three key areas of co-op operations (i.e. retail, building, and general). A brief discussion ensued regarding the allocation of fundraising income within these three areas. Overall, the financial report indicated positive improvements in many areas of co-op operations. See attached report for additional details.
- **Manager's Report:** Manager Cory McMillan presented a written report on the co-op operations. A brief discussion ensued on the issue of empty shifts in the the store and it was reconfirmed that eliminating the 10:30 am shift is a good next step. Cory shared how successful some of the new distributors are. He also discussed possible upgrades to the building infrastructure proposed by National Grid. Several board members had questions about these upgrades and the costs.

There was also a discussion of the ongoing search for a POS provider. See attached report for additional details.

- **Other Committees:**
 - Building Committee (see “parking lot” discussion).
 - By-laws Committee: Nola reported on progress, and expressed that although it is a time-consuming and slow project, it is enjoyable.
- **Semi-Annual Meeting and Board Elections:**
 - The Board discussed several possible dates at the end of October or early November and it was agreed that an email poll would be circulated to confirm. The Board members debated whether to offer food before or after the business portion of the meeting and informal consensus indicated meeting first, food second. There was some discussion about requesting a donation at the meeting, or holding a 50/50 raffle at the event. Several members expressed a preference for a raffle, and expressed concern that requesting a donation might keep people away.
 - The formation of a nominating committee for new Board members was initiated by the Board Chair. Cheryl Baldwin agreed to head up the committee and serve as interim chair until two additional committee members can be found, ideally one other Board member and one working member. Although the current By-laws call for the Nominating Committee to have 3 members drawn from the general membership it is not known if 3 can be recruited.

Comments & Questions

- A working member present suggested that the co-op spotlight more of the new products that are on offer in the store.
- Susan shared information about a local business that offers discounts to co-op members. Several Board members thought it could be good to announce new members and the types of services they provide.

Adjournment

- Motion to adjourn was made by Kathleen Ward at 8:38 pm. Cheryl Baldwin seconded. Motion passed unanimously.

Respectfully Submitted,

Kathleen Ward, Secretary

Date