

**Cambridge Food Co-op
Minutes of Advisory Board Meeting
Wednesday, December 9, 2015**

Meeting called to order at 6:37 by Susan Sullivan, Board Chair

Advisers Present:

David Bayne
Kendal Dwyer
Megan Harrington
Isaac Labish, Vice Chair
Hannah Stevens, Treasurer
Susan Sullivan, Chair

Absent:

Claire Hartten
Marcia Reiss
Kathleen Ward, Secretary
Peg Winship

Approval of minutes

Minutes of 9/23/15 meeting were not reviewed. They will be reviewed and voted on at the February 2016 meeting of the Advisory Board.

Business & Discussion Items

General: Chair Susan Sullivan welcomed everyone and reviewed the agenda items. She suggested that the Board avoid December meetings in the future. Susan officially appointed David Bayne, Megan Harrington, and Claire Hartten to fill board vacancies left by Melissa Carll, Ed Bruske, and Cheryl Baldwin. It was noted that Manager Cory McMillan was absent due to illness (no Manager's Report was presented at this meeting as a result).

Review of Semi-Annual Membership Meeting: Treasurer Hannah Stevens requested that the Board begin with a review of the document "Highlights of 2015" (see attached), initially presented at the Semi-Annual meeting. Main points of ensuing discussion:

- Finance – Possibility of sessions to help educate interested members about finances in general, and Co-op finances in particular. Schedule before March Membership meeting.
- Rental Spaces – Group debated effectiveness of layout and current set-up in the upstairs offices; brainstormed ideas for a co-work space. Megan agreed to research the "We Work" space in Saratoga.

- Local Vendors – Many impressed by quantity of local vendors involved with Co-op. Agreement that Manager Cory McMillan has been great in developing a local vendor base.
- Parking Lot – Review of current status.

The Board continued by reviewing a one-page summary (see attached) of themes and interest areas drawn from the Semi-Annual Meeting on 11/1/15 and a Board Workshop held on 10/21/15. The document is a concise summary of extensive notes taken at both meetings, captured in several brainstorming and comment sessions, as well as written comments from many individuals. Transcription of the original meeting notes and preparation of the summary document is by Hannah Stevens. Full transcription of comments from the Semi-Annual meeting is available upon request.

Committees: Susan asked all Board members to review the newly revised Committee & Task Force List (see attached). Board members present went through the various committees quickly and discussed various issues related to the positions. Hannah requested that everyone submit a list of two committees they would be willing to serve on. Hannah agreed to email all Board members about joining committees.

Budget Preparation: This was not discussed due to time constraints.

Attachments

- 2015 Board of Advisors and Staff (December 2015)
- Committee and Task Force List, Revised December 2015
- Summary of Themes and Interest Areas
- Transcribed Comments from Board of Advisors Workshop, 10/21/15
- Highlights of 2015

Adjournment

Motion to adjourn was made by Hannah Stevens at 8:36 pm. Motion passed unanimously.

Respectfully Submitted,

Michelle Nagai, Board Clerk

Date