

**Cambridge Food Co-op  
Minutes of Advisory Board Meeting  
Wednesday, December 14, 2016**

Meeting called to order at 6:40 by Susan Sullivan, Board Chair

**Advisers Present:**

David Bayne  
Janet Britt\*  
Kendal Dwyer +  
Isaac Labish, Vice Chair +  
Donna Orlyk\*  
Marcia Reiss, Secretary +  
Betsy Shiland\*  
Hannah Stevens, Treasurer  
Jayne Stokes\*  
Susan Sullivan, Chair +  
Peg Winship +

Cory McMillan, Store Manager

**Absent:**

Claire Hartten  
Martin Kaukas \*  
Kathleen Ward +

*\* newly elected members, + outgoing members, final meeting*

**Co-op Members Present:**

Nancy Higby

**Approval of minutes**

*Susan Sullivan noted that minutes from the September 26, 2016 meeting were unanimously approved during the November gathering of the Board.*

**Welcome**

Susan offered a brief welcome to all, including several new members. Everyone introduced themselves and new members, as well as departing members, were identified. Susan reported that Kendal Dwyer Kathleen Ward would be resigning from the Board at the end of 2016. The Board is grateful to them both for their five years of service.

## **Agenda Items**

### **I. Get Organized**

Peg Winship led a brainstorm and discussion session with the intent of helping the new Board establish ground rules for working together. Key points discussed included:

- Have an agenda
- Reach a decision
- Manage time frames
- Strong facilitation
- Keep members on target
- Recognize appropriate format
- Focus – stay on topic
- Don't interrupt
- Be committed
- No side conversations
- Table complex or controversial items
- Go back to committee as needed
- Knowledge of how to deal with conflict
- Make sure everyone participates
- Avoid two person discussions
- Everyone is accountable/responsible
- Come prepared
- Catch up on missed meetings

### **II. Co-op Structure and Role of the Board**

Susan Sullivan presented an overview of the co-op management structure to the new Board members. She discussed the relationship between members of the Board and store staff, as well as working and supporting members.

New members received a packet of information about the co-op, including a list of all new Board members, current By-laws, Member Policies, committees and duties, and news and updates.

### **III. Presentation of Draft Budget**

Hannah Stevens presented the latest version of the 2017 budget to the Board for review and re-introduced the three sections of the budget: Building, Retail, and General. A lengthy and detailed discussion took place on many aspects of the budget as well as more general issues and concerns related to finance at the Co-op.

After some time, it was agreed that the Board did not have time to review fully and to approve the budget for a vote by the general membership. There was agreement that all Board members would carefully review the budget documents prepared by Hannah and bring questions and concerns to the January meeting in order to make finalization of the draft budget possible.

Key topics discussed included:

- Status and role of ongoing building rentals
- New maintenance position ("super") for 2<sup>nd</sup> floor space
- Parking lot purchase and improvement
- Projected sales increases and feasibility/accuracy of projections
- Effect of minimum wage increases on personnel costs
- Reducing credit card fees (assessed by credit card processing company)

There was a discussion of how to best present a budget to the general membership for a vote. The Board considered the best way to communicate with the membership about the budget in advance of the meeting in order to ensure an efficient and successful vote during the general membership meeting. Hannah restated her intention to offer information sessions about the budget once approved by the Board.

#### **IV. Wrap Up**

Cory handed out a membership report for November 2016 as the meeting was coming to a close. Full discussion of the report was postponed to the next meeting.

#### **Next Meeting**

January 11, 2017 at 6:30 pm

#### **Attachments (available by request)**

Membership Report, November 2016 (1 page)

By-Laws, November 2007 (9 pages)

Membership Policies, 11/1/15 (5 pages)

Committees and Task Force List, 2017 (2 pages)

Board Orientation Document (2 pages)

Numerous additional documents related to the draft 2017 budget were presented and discussed at the meeting. For the sake of clarity, these documents are not listed here as attachments. Full budget information will be made available as soon as the Board has a draft it is ready to recommend for consideration to the general membership.

#### **Adjournment**

Meeting adjourned at approximately 8:45.

Respectfully Submitted,

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Michelle Nagai, Board Clerk

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Date