

Moonflower Community Cooperative Board of Directors Meeting Minutes

05/17/2016

Meeting called to order @ 5:15 pm.

Location: Grand County Library – Conference Room

Mission Statement: Moonflower Community Cooperative provides socially responsible foods, goods and education to promote a healthy, sustainable community.

Board Members Present: Thatcher Vagts, Nancy Fitzgerald, Kaki Hunter, Judy Savarese, Elizabeth Lamoureux, Colleen Jarrett, Julie Albina

Staff Present: Derek Whitworth

Owner Comments:

- None, no owners present

Agenda Consent:

- April Agenda; no additions or corrections.
- Minutes approval: March and April 2016, annual meeting minutes: Nancy reports that the March minutes have the wrong date and some spelling errors, Julie to fix and send back out to everyone. Annual meeting minutes to be approved at next annual meeting. Judy move to approve March and April minutes w/ changes to March minutes, Kaki seconds, all in favor, motion passes.

ACTION ITEMS:

Reports:

- Narrative GM Report from Derek:
 - New cashier hired, local individual.
 - POS: working “a little better”, did some updates, still freezes up periodically. They’re getting closer to having the integrated credit card possibility, which would reduce some errors, but waiting until they are sure there are no issues (want to verify accreditation).
- Monitoring Reports: Thatcher asks why we keep the amount of \$ in the operating account that we do. Derek to leave as is; doesn’t see it as an issue at this time (operational decision). Discussion of the cap in the wage guidelines; Derek feels it should remain in the guidelines. Elizabeth motions to approve the monitoring report, Judy seconds, all in favor, motion passes.

- **Election of officers:**
 - President/Vice President: Nancy moves to nominate Elizabeth as president, Thatcher as Vice President Kaki seconds, all in favor, motion passes unanimously.
 - Standing Committees: Elizabeth points out that the BOD has been so focused on the building/remodel we've not had enough focus elsewhere. Need to get back to:
 - Staff relationships w the BOD: Julie, Judy
 - BOD recruitment committee: Nancy, Colleen
 - Board Governance Policy Manual development (rewrite project): Elizabeth, Julie, Kaki
 - Personnel Committee (grievance committee): Thatcher, Elizabeth
 - Building committee: Thatcher, Kaki

- **Property Remodel:** Thatcher updates the BOD
 - City engineer's comments are due by 27th, should have us on the planning and zoning agenda after that
 - Budget: Thatcher moves that once we have Justin's (Hilton) signature on the easement contract we move forward with the formal construction drawings (cost \$24,000.00), Nancy seconds, all in favor, passes
 - Equipment: Derek in contact with suppliers of equipment to move forward once we're to that point.

- **General Manager Annual Review:** (outline structure and timeline) July 7th = Derek's anniversary.
 - Monitoring reports should be a monthly reflection/critique of the GM meeting the requirements of his position.
 - Julie suggests the value in GM doing a self-assessment as well as goals
 - Derek expresses that he thinks this may be a good time to rewrite the job description for GM; to define what he does on a daily and weekly basis
 - Julie and Judy agree to compile annual review items

- **Meeting with George:** Elizabeth to meet with him twice before June meeting; George to be present at the June meeting.

Adjourn: Thatcher moves to adjourn, Nancy seconds; motion passes unanimously meeting adjourned @ 7:36pm.

Addition to minutes: On 5/31, Thatcher moves that Horn Architecture is given the go-ahead to begin the construction drawings and that the \$24,000 bid is approved. Elizabeth calls for a vote on 6/2: the vote is unanimous and the motion passes.