

Moonflower Community Cooperative

Board of Directors Meeting Minutes

06/21/2016

Meeting called to order @ 5:05 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, Judy Savarese, Elizabeth Lamoureux, Colleen Jarrett, Julie Albina

Staff Present: Derek Whitworth

Owners Present: George Cheney (pro bono consultant)

Owner Comments:

George's comments are incorporated throughout, not listed here. No other owners present.

Agenda Consent:

1. June Agenda; no additions or corrections.
2. May minutes approval: Nancy moves to accept May minutes as written, Thatcher seconds, all approve.

REPORTS:

3. **GM Store Report Additions:** Derek discusses how people keep telling him they found Moonflower on the internet. Derek mentions perhaps we need to advertise more on the internet since that's what people are using now.
4. **Brief Committee Reports:**
 - a) Staff Relations/ Education Committee: (Elizabeth, Judy, Julie) Elizabeth informs BOD that this group will be meeting tomorrow.
 - b) Personnel Committee: (Elizabeth, Thatcher) No grievances.
 - c) Board Recruitment Committee: (Colleen, Nancy) This committee has not met yet, will meet soon per Nancy.
5. **General Manager Annual Review Structure:**
 - a) Monitoring Reports: These to be the basis of the evaluation.
 - b) Job Description: Derek to write; will have completed for next month's meeting.
 - c) Self-Assessment Questions (Julie, Judy): Derek to write a narrative on his strengths, weaknesses and goals, and bring job description to next meeting with a closed session to follow next meeting w/ GM evaluation.

ACTION ITEMS:

6. **GM Monitoring Report:** Julie asks about the employee IOU policy, Derek, Thatcher and Judy clarify this. Julie also asks about the option for owners to donate back their dividends in pay out years, if the coop has this option available: Derek to check if that's an option in the current system.

Thatcher asks about item 7.2 and requests that the info on the emergency contact in case something

happens to the GM be provided to the BOD President for the purposes of easy contacts during an unforeseen situation.

Thatcher asks about annual evaluations, if Derek does all the employee evaluations. Derek states that he does, and wants to continue to do so. He states that he and Dutch may discuss deli employees prior to their formal annual evals, but Derek will still do the evals. He also wants to be able to have that time to meet and chat with each employee personally.

Elizabeth asks about the ingredient policy. Derek states that we have not formally changed the ingredient policy in writing, but the buying process is not being hindered by the policy as written. Derek states the policy as written is limiting, and would like to change the constraints of that policy. Thatcher reminds Derek that this policy is something that Derek can make changes to; it's an operational decision to update this policy.

Thatcher moves to accept the monitoring report, Julie seconds. All are in favor, motion passes.

7. *Property Remodel:*

- a) Planning and Zoning: Thatcher has been negotiating w/ the city to put us on the agenda for the 23rd. City wants clarification on the grading and states it doesn't appear to be ADA compliant. If we reevaluate the capacity of the store, then that exit would not have to be classified as a fire exit, and doesn't have to be ADA compliant. Thatcher expressed that he prefers that the exit be ADA compliant, and has asked a reevaluation of the existing calculations to see how this could be achieved. Thatcher states that he doesn't think they'll have us on the agenda for the 23rd, possible special session on the 30th. Jim is calculating whether we can put together a proposal to have only one fire exit (Thatcher got email during the meeting that this is not a possibility). Nancy asks why we haven't asked the Hilton for a parking space; can't we offer them something? Thatcher to get parking calculation, the new draft for the ramp, to ask the city to be on the agenda, to follow up about the grease trap legal agreement, and to ask the Hilton to sell us parking spots.
- b) Budget: We have an outstanding invoice w/ Goff Engineering for \$1,280.00 for grating and drainage calculations. Thatcher doesn't know at this point what \$s of that are for the ramp. Thatcher moves that we pay this invoice to Goff Engineering, Nancy seconds, all agree, motion passes.
- c) Equipment: Refrigeration credit app for Source Refrigeration; Elizabeth and Julie to sign tomorrow and get back to Derek.

8. *Cooperative Education/Governance Policy Rewrite:* George Cheney

- a) Update on policy document revisions (including pieces in hand and those still needed): Julie explains that there are so many pieces of the puzzle missing, that this task is daunting. George has gone through and made one revision, as has Julie, but there are too many pieces missing to finalize anything at this stage.
- b) Process of discovery of need for visioning and planning (stepping back in order to move ahead): George mentions the benefit of a BOD retreat to compile a mission and vision for Moonflower. Thatcher agrees that the next step is a visioning workshop with a facilitator, but that we have been hesitant in the past to pay someone because of prior experiences. George has volunteered to facilitate free of charge.
- c) Keep questions for the board as a whole and individual members at this stage (this is about

vision-->mission-->planning): Brainstorming about needs of the coop and how to cohesively approach this next step.

- d) The creation of a space and process for focused dialogue and new consensus building (for example, around roles for Moonflower in the community): Colleen states that she feels more at ease now that we have realized we need to step back to move forward. Now she feels she can gather the info she needs to help with the process. Judy looks forward to the challenge.
- e) Next steps; division of labor; sequence of tasks and meetings (for summer and fall): We all look forward to utilizing George's help while he's here. George suggests we map out the next steps:
 - 1] Whoever has not responded to the questions Elizabeth sent out, please do so by the end of next week. Then we can look at all of those together and look at trends we see there.
 - 2] Sessions where we all sit and focus on certain questions regarding the coop where others can respond to each person's input. George suggests throwing out a series of questions, circulate them, get input from everyone in order to develop the ultimate questions we want to have in our focus session. Looking at a half day or 6 hr'ish workshop. George volunteers to facilitate, and wants the approach to the workshop/retreat to be all inclusive, everybody should have input.
 - 3] George suggests having time between meetings for people to reflect.
 - 4] Thatcher asks about the process, and the steps...how is this really going to unfold? Does one person do the writing, etc. George responds that you can't "farm it out" it has to be volunteer. Julie adds that she feels the vision should be a group effort.

Meeting Adjourned: Julie moves to adjourn, Judy seconds, all agree. Meeting is adjourned at 7:45.