


Board Meeting Minutes
Tuesday, January 24, 6-8:30pm

Facilitation: Jenny

Minutes: Gayle

Vibes/Celebration: Marc

Clean-up: n/a **Scribe:** n/a

Attended by:

Board Members: Alexis, Alysia, Marc, Mandy, Claire, Eleanor, Bruno

CM/Staff: Forrest

Member-Owners:

Guests:

COMMITMENTS:

| | COMMIT MADE | DIRECTOR(S) | DUE DATE | COMMITMENT |
|---|-------------|--------------------------------------|----------|--|
| 1 | 10/25//22 | Marc, Brion, Alysia | 2/23 | Marc, Brion, and Alysia will rework the budget line items after hearing back from CM on total budget allowance. Pushed to February. |
| 2 | 5/24/22 | Brion, Eleanor | 2/23 | Brion and Eleanor will get photos and recordings from Jinju's visit to Farmageddon. Pushed to February. |
| 3 | 9/28/22 | Eleanor, Bruno, Marc, Alexis, Alysia | 2/23 | 2023 End Selection Sub-Committee (Marc, Eleanor, Bruno, Alexis, Alysia) will reach out to Owners to select 2023 End focus. Pushed to February. |
| 4 | 1/3/23 | Gayle, Marc | 2/23 | Gayle/Marc will update the December packet with the changes made via email. UPDATE: Board packet complete, still need Guest packet. |
| 5 | 1/24/23 | Alexis, Marc, Mandy | 2/23 | Alexis, Marc, and Mandy will update proposal for how to implement Board Self-Monitoring, to include: survey; different directors writing reports; whether to do section 4 only or also section 3; logistics. |

| | | | | |
|---|-----------|---------|------|--|
| 6 | 10/25//22 | Forrest | 3/23 | Claire will follow up and figure out what would need to happen legally to change from discount to gift card. After that, Marc will convene with Amanda, Brion, and Alexis to discuss in-depth. Pushed to March, reassigned to Forrest. |
|---|-----------|---------|------|--|

DECISIONS:

NEW COMMITMENTS:

M-O FORUM:

- N/A.

CONSENT AGENDA:

- none

AGENDA REVIEW:

- No changes

MINUTES APPROVAL:

DECISION: November minutes approved as written. (Claire and Mandy abstained)

DECISION: December minutes approved after correcting author of an article. (Alexis abstained)

1) Farmer's Market Outreach/Table

Sponsor: Marc, Claire

Purpose: decide

- We've talked about wanting more opportunities to connect with MOs and other shoppers. This also helps with Board perpetuation.
- We would like each board member to commit to at least one outreach activity in Feb/March, which could include tabling at the Farmer's Market or ad hoc things in the store like bagging groceries.

- Board table at Farmer’s Market the week before the Board meeting would let us invite people to come to the meeting. Could be a craft activity, ask about history, whatever those tabling want to do at the Board booth.
- We will work with Marketing manager and Farmer’s Market manager as part of this.
- Temp check on getting Board sweatshirts: We like it. Might put in next month’s consent agenda with the cost.
- Marc will track who wants to table at the Farmer’s Market.

DECISION: The board empowers Marc and Claire to work with the Farmer’s Market Manager and the Marketing Manager to develop a detailed plan for a monthly Board of Director’s table at Farmer’s Market on the third Wednesday of the month, plus additional ad hoc times in February and March to support the election.

DECISION: Each director will commit to a recruitment activity in February or March, which will be added to the commitment chart to be completed by the April meeting.

2) Board Self-Monitoring

Sponsor: Alexis, Marc

Purpose: educate/discuss/maybe decide

- We have not regularly been tracking the board governance policies we have in place. To be more successful, we can monitor ourselves to highlight successes and find areas for improvement; better understand expectations; and hold ourselves and each other accountable.
- Options for self-monitoring:
 - Simple questionnaire (what went well, etc): More likely to get more involvement from more directors, less time-intensive, but might be less helpful than including metrics of success, etc. CBLD article in packet says “Clearly articulated expectations are the foundation for coherent evaluation.”
 - Possible organizing lenses to approach self-monitoring: a policy-monitoring approach (section 4, section 3, section 1)
 - Policy-monitoring approach for Sections 1, 3, and 4: Similar to the IMRs that CM write for Section 2 policies; we could call them Self-Monitoring Reports (SMRs) to distinguish them from IMRs. Each director could have a direct hand in self-monitoring, but it could take a lot of time to produce the reports, and with various directors having various levels of experience, it could lead to some reports being longer/more involved than others.
 - Another way to do this: We could evaluate each policy on a numerical scale and have room for comments, etc. Would take less time than writing a report; would get input from all directors on each policy; could track progress over time; additional opportunity to provide policy reflection in the comments.
 - More in-depth questionnaire: CBLD has a 5-page tool available for co-ops to use,

which utilizes the 4 pillars of co-op governance: Teaming, Accountable Environment, Strategic Leadership, Democracy. May elicit insights that our current policies don't cover. Questions are ranked, so could chart progress over time. However, it may need to be tailored to reflect our unique governance structure (currently written for a hierarchical management structure).

- Could also use a combination of these approaches. Could choose a frequency that makes sense for us: All at once annually or spread out throughout the year.
- Could have a subcommittee who reviews all the Board policies.
- Could consult with Jade to help customize our approach.
- Temp check on survey idea as the format: Good support
- Different directors doing different reports: Good support.
- Start with just Section 4 policies, or include Section 3 also? Temp check: Split.
- When/how often: Twice a year, once a month? Monthly quick survey isn't onerous. But monthly takes a lot of time out of meetings when we have so many things we need to talk about. Board temp is pretty split.
- Next step: Small group to make proposal to Board next time. (Alexis, Marc, Mandy)

Alexis, Marc, and Mandy will update proposal for how to implement Board Self-Monitoring, to include: survey; different directors writing reports; whether to do section 4 only or also section 3; logistics.

ANNOUNCEMENTS:

- Charlotte Clement is the new CM-elected board member!
- Nominations process opens Feb 1! Two open Board seats. No limit on NMEC seats.
- Board book club meets 1/26.

3) Proposed Agenda Planning process update

Sponsor: Eleanor

Purpose: discuss/decide

- Agenda sets our priorities on how to spend our time together.
- Five proposed updates to our process:
 1. Update the boardagenda@ distribution list to include facilitator, admin, CM Link address, and all Board directors, and use this address to send ARFs. This would serve to bring additional early access to what we'll be talking about at the Board meeting, even for those not attending the agenda planning meeting. Also gives transparency into topics that do not get addressed so we all have a sense of what's being added to the queue.
 2. Move timing of agenda planning back one week (2nd Tuesday instead of 3rd Tuesday). This would give more time to our Board admin to complete the Board meeting

packet, thus giving Board members more time to review Board meeting materials prior to the Board meeting on the fourth Tuesday of the month. CONSENSUS: YES.

3. Set the expectation of two options for bringing Board meeting agenda items: 1) attend the Agenda Planning meeting, or 2) be available to the Board Facilitator for email questions or schedule a 5-10 minute call to discuss the agenda item. This would help our Facilitator ask clarifying questions and team up on a plan for navigating the item in the Board meeting. CONSENSUS: YES

4. Updates to the Agenda Request Form: Simplify, clarify Facilitation request, and migrate to Google Forms format. This would make ARF writing simple, quick, and fun. It also adds flexibility in how agenda items flow into the Board meeting and lets the writer really shape the agenda item, taking a more foreground or background role depending on preference and level of comfort. CONSENSUS: TRIAL BASIS for February.

5. Utilize a new system for tracking future Board meeting topics, commitments, the Monitoring calendar, Agreements/Grounding calendar. This would make our role as Board members as straightforward, efficient, and fun as possible. Having a single place to access multiple sources of information makes for fewer clicks to make and links to keep track of.

DECISION: Agenda planning session will be moved to 2nd Tuesday instead of 3rd Tuesday.

DECISION: Set the expectation of two options for bringing Board meeting agenda items: 1) attend the Agenda Planning meeting, or 2) be available to the Board Facilitator for email questions or schedule a 5-10 minute call to discuss the agenda item.

DECISION: Try the Google Form ARF in February, then evaluate whether to continue with that or the existing ARF.

Meeting ended at 8:30.