

**SUGAR BEET FOOD STORE COOPERATIVE**

**BOARD OF DIRECTORS MEETING MINUTES**

**Tuesday, December 10, 2019, 7:00pm**

**Dole Library – 255 Augusta St., Oak Park**

Board of Directors Present: Laura Bacon, Ryan Bradley, Jim Doyle, Kathy Gaynor, Tom Hollinden, Bri Kellogg, Greg Kolar, Sharon Newton, Jill Niewoenher, Peter Nolan, and Janet Rouse

Staff Present: Lissa Dysart, Jen, and Chris Roland

Owners Present: Linda Jo

1. Welcome and CTO: 7:05 PM
2. Board questions about the General Manager’s Report
   1. GM Report Highlights include:
      1. Thanksgiving meat sales were down drastically from 2018 (-25%)
      2. Wednesday Journal ad only had a return of approximately 20 coupons
      3. Bread sales are also down
      4. Produce manager: we have received a few applications; looking forward to NCG’s support during the training process
   2. Marketing update: no questions
3. GM Transition and GM Search Committee update
   1. Board reviewed the document the committee produced (recruitment plan) and announced that Lissa will join the GM Search Committee
   2. Recruitment plan: discussion on where to post GM and produce manager positions
      1. Note: Sharon has updated the GM job description
      2. New description will be updated on social media and website
   3. Transition to Interim GM
      1. Board has requested for Chris to send a list of tasks for the Interim GM training by end of week with a coinciding list of dates these tasks will be covered
      2. Board discusses its need to take on specific duties in this transition process
4. Committee Updates
   1. Ownership and Community Outreach Committee (Bri, Janet, Jill)
      1. Winter famers market is this weekend: Jim and Sharon to work shifts
      2. Annual Owner Celebration
         1. Planning will begin in January 2020
         2. Board agrees to keep venue at Thatcher Woods Pavilion
         3. Date: TBD but looking at last Sunday in April 2020
   2. Governance / Board Development Committee (Peter, Bri, Sharon, and, Kathy)
      1. Board Development Plan (Kathy)
         1. will collect stories from board members on what inspired them to apply for the BOD and what questions did they have when joined.
         2. Update website with this content
         3. Discussion need to have streamlined access to google docs. Chris will look into the cost for 15 board members to have access to the Sugar Beet google docs account. Sharon will assist.
   3. Strategic Plan / Finance Committee (Jim, Greg, Tom): no update
   4. Loan Committee (Peter, Jim, Greg, Tom, Bill G): no update
5. Question and Answer with owners:
   1. Linda Jo comments on the GM search from her perspective
   2. Linda Jo also comments on the importance of finding a produce manager in a timely manner
6. 2020 Board Meeting calendar discussion
   1. 1/14/20: private meeting
   2. 2/11/20: public meeting at main branch library
   3. 3/10/20: private meeting
   4. April 2020 Annual Owners Celebration, date TBD
7. Adjourn for Executive Session
   1. Jim moves to adjourn
   2. Kathy seconds
   3. Meeting adjourns at 8:13 PM