

**SUGAR BEET FOOD STORE COOPERATIVE**

**BOARD OF DIRECTORS MEETING- MINUTES**

**Tuesday, October 15th, 2019, 7:00pm**

**Oak Park Main Library**

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

Absent: Jill Niewoehner, Laura Bacon

GM: Chris Roland and Marketing Manager Lissa Dysart

**MINUTES**

1. **Welcome and Call to Order at 7:09 PM**
2. **Board questions about the General Manager’s Report**
	1. Sharon asked how Chris defines certain departments as “lowest performing”.
	2. Ryan asked about the weekly goal sheet tool.
		1. Chris states that it is a temporary tool, and he will adopt a new tool through NCG.
			1. Action: Chris’ goal for this transition to the new tool is end of year. Tom and Jim have volunteered to assist with the historical data and formatting the data. Chris will reach out to these board members as needed for help with the transition to the new reporting tool.
		2. In addition, Chris states that he is working with NCG staff to develop a long-term budget planning tool for Sugar Beet.
			1. Action: This will be ready by the end of November 2019.
		3. Jim asks about adding the aggregate of savings to owners’ receipts. Chris says this is now in place and receipts show owners’ savings through the calendar year.
	3. Kathy adds a comment that she observed two key staff members doing an excellent job describing owner benefits to shoppers. She recommends these staff members “role play” this to the other staff.
	4. Chris notes that we have 52 new owners in the first 14 days of Owner Appreciation Month. A very strong start!
3. **Committee Updates**
	1. Compensation Committee (Ryan, Sharon, Laura)
		1. Ryan states that Sharon will transition to the lead of this committee immediately.
		2. GM annual review will start soon.
		3. Chris states that managers want to do a staff survey in upcoming months.
			1. Action: Sharon agrees that committee will assist with the survey and reach out to Chris for follow up.
		4. GM Action Plan Update:
			1. Action: Sharon and Chris will work on Employee / Policy Manual and have ready by end of October.
			2. Department on-boarding manual needs further work to make it cohesive between departments.
				1. Action: Chris will try to finish by first quarter next year.
			3. Chris is waiting on board’s advice on diversity training for all staff and for the HR audit.
	2. Ownership and Community Outreach Committee **(**Bri, Janet, Jill)
		1. Action: Bri will follow up with board in store needs for remaining part of October.
	3. Governance / Board Development Committee (Peter, Bri, Sharon, and Kathy)
		1. On boarding process for new board members.
			1. Action: Kathy will formalize the process and have something ready to review in upcoming months. This project will be completed by April 2020.
		2. Board Elections: committee states commitment to improving outreach to potential candidates
			1. Action: Letter from President to recruit potential candidates before the end of the year.
			2. Ask staff to assist in recruiting.
				1. Action: The committee is developing a tool (perhaps a card staff can hand to potential candidates) that staff can give to owners who they think would be strong candidates. Committee will need to guide staff by communicating our current needs / skills desired.
			3. Diversifying the Board
				1. Action: Board members will attend a board training on this subject that is offered through the community foundation.
		3. Improving Board Communications
			1. Committees will send updates to Peter 1 week before meetings
			2. Board will pre-read GM reports
			3. Marketing update will be included in GM report
			4. Board will implement “parking lot” at board meeting
		4. Board Wheel - this will be a yearly calendar of revolving dates/events that happen consistently each year.
			1. Action: Peter will send out a draft before our next meeting.
		5. Board Portal / Organization Tool
			1. The committee recommends we use google drive instead of purchasing another tool.
				1. Action: Chris will assist in get a board email address account for google drive.
				2. Action: Sharon will speak with a friend / possible consultant to get a budget.
	4. Strategic Plan / Finance Committee (Jim, Greg, Tom): no update
	5. Loan Committee (Peter, Jim, Greg, Tom, Bill G): no update
4. **Q&A with audience: none**
5. **Adjourn to Executive Session 8:21 PM**
6. **Next Board Meetings:** 11/12 (planning), 12/10 (public, will be at DOLE LIBRARY)