

## May 2019 BMFC Board Meeting

- 7:03 Meeting come to order
- Present: Katrina, Katharine, Emily, Steve, Annie, Keith, Andrew, Bruce
- Decide upon Annual Meeting Dec.
- Introductions
- Will get board calendar from Emily and copy of draft of
- Let Annie know if want printed minutes, otherwise manage on own
- April Minutes: Corrected Typo in #9, and corrected name, #11 new board member orientation. Katharine moves to approve minutes with corrections. Andrew seconds. Consensus.
- Annual Meeting minutes – We'll review annual meeting minutes next meeting.
- Annual Meeting feedback –
  - keynote speaker too long,
  - food sampling in front,
  - business meeting come first – people there, have their attention, more time for discussion,
  - One speaker next year? Or holding them to time.
  - Dinner first? Dinner later?
  - Earlier in the season?
  - Weeknight? Others have had better attendance
  - Survey to find out what works best for time/day?
  - Availability of school during these other times/days
  - Bylaw changes should be shown on the screen – any info data
  - Thinking about what the members want to hear when deciding what to present
  - Planning ahead of time – committee - involve a member – much staff time
  - Bigger push on inviting new members to come – phone calls – make them feel included – working member project
  - Form committee when schedule date in December
  - Opportunity to speak as a board to membership
  - Voting should start at annual meeting to allow for time to meet candidates, then go over time.
    - More people voted in the store, maybe less incentive to come if they're voting ahead of time.
    - Meet and greet with board candidates two weeks ahead of meeting – not much luck here – another night.
  - Bylaws - have the new ones been put on the website?
  - Next year, have meeting in March? Sundays? Earlier in the day?
  - With beverages? Location would need to change. Knights of Columbus? Any other location?
- Elect Officers
  - Katharine nominates Keith for treasurer – Steve seconds – consensus

- Bruce nominates Annie for president – Katrina seconds – consensus
- Secretary – tabled until next meeting – discuss with Linda
- Vice- president – Andrew – Annie nominates – consensus
- Emily
  - Focusing on systems
    - Justine leaving – she’s been focusing on café
    - Defining what buyers do
    - Define customer service front and develop systems
    - “manager on duty”
    - Margins – how and why isn’t defined yet
  - Job descriptions
  - Hiring happening
  - Changes would be great to be done by July
    - Refer to Emily’s document
  - Promotions / Marketing
    - “Picnic” area
    - “What’s for dinner”
    - Resets are good for getting people looking at items more closely
  - Rearranging
    - May 27<sup>th</sup>
  - Hot sandwiches
    - Try to avoid waste
    - Breakfast sandwiches
    - Conservative in approach
    - Package up hot lunch
    - Hot lunch / sandwiches upstairs
  - Steve motions to approve \$3,000 from savings; Katrina seconds; consensus approves
  - Building update
    - Compressors hot in basement – draw out hot air and pull in cooler air with duct work. Moving is very expensive.
  - Employee handbook update
    - Board and employees need to approve
    - Legally compliant
    - Synthesize info from various copies of existing handbook
    - Changes
      - Want employment lawyer to review? Board will review first.
      - Liberal IOU system and need to be able to get funds back when leave – w/ agreement
      - At-will employment – not a contract – very clear
      - Written in “layman’s” terms
      - Food handling
      - Customer service element

- Overtime – did say we don't give overtime – this is now changed saying we do pay overtime.
    - Staff definitions
  - Survey results
    - Categorized comments then looked at if/how these comments are being addressed
    - Is there a system for sharing results with membership?
    - Link to webpage
  - Hardwick Village Market Sale
    - Previous discussion was under the agreement of confidentiality. Can the membership know the details of this now that it's public? Still legally under non-disclosure and is still valid. Can we get this voided? What information is protected?
    - Includes inventory, a lot of space,
    - Steve has spreadsheet with various potential scenarios – can send to board to use privately
    - There was no consensus on the board
    - Bring membership into the conversation
    - This fall?
      - Check in re: developments
      - Develop structure/process over the course of summer
      - Develop business plan
  - Buying policy
    - Needs to be addressed
    - Who decides on this with the new structure? GM? Not clear.
    - Members can come in knowing that all of the products have been vetted and not feel like they need to do that research
    - “New Age” co-p vs. Depression-Era Co-op
    - Board has stayed out of most of these decision, except for major things like Bst, GMO, RGBH, etc.
    - Has been a collective decision
    - Emily discuss with managers/buyers then bring to Board
  - Board/Staff Retreat – Needs to be on the next agenda
  - Review Policies – Will start next month
- Meeting adjourned at 9:07
- Next meeting Thursday June 27, 7-9pm