

Dec 2019 BMC Board Meeting

Members present: Present: Annie Gaillard, Keith Bellairs, Andrew Higley, Heather Davis, Katrina Rationale, Katharine Arnold, Emily Hershberger, ~~Steve Gorelick~~, Bruce Kaufman, Linda Romans

6:05 – Meeting comes to order

Member input – nobody present

6:05 - Review and approve minutes

Emily's suggested clarifications re: buying policy; change "C1" to "C6"

Linda approves, Andrew seconds, all agree

6:15 - Set Annual Meeting date – April 5 and/or April 22

Form committee in January, start looking at space now (Katharine)

6:25 - PG ends Report

B6 – Staff (tabled from Nov Meeting)

B6-1:B – *(Provide for fair and thorough handling of grievances)* we don't have now in updated handbook, Emily will add and update.

B6 Monitoring report –

1. Is there an up-to-date personnel policy in place and do all staff have access to it? YES
2. Have policies or rules changed since last reporting? NO
3. Have any grievances been reported? If so, what were they and what was the outcome? NO
4. Are there significant personnel issues which hinder the functioning of the co-op? If so, how have these been handled? NONE
5. Have any hires been made? Have any Management members left or been fired?
6. Have there been any issues concerning staff relations? (harassment and discrimination, etc.) NO CONCERNS
7. Have there been any staff development issues? NO ISSUES Any staff education or conferences? EMILY, KATHARINE, BETH & DAVE
8. Have there been any issues within the Management related to health and safety? NO
9. Have there been any issues related to the personnel policy's code of conduct? NO
10. Has the Management performed annual evaluation reviews with appropriate actions? HAVE NOT DONE ANNUAL YET – INFORMAL MONTHLY CHECK-INS WITH KEY PLAYERS. PROPOSAL TO ELIMINATE THE WORD "ANNUAL" AND CHANGE TO "REGULAR"

11. Has the Management proposed to the board a compensation and benefits package for the upcoming year?

B7 – Board Communication

Completely out-of-date – Emily will rewrite and submit for next meeting

B8 – Board Support – Heather eliminated double negatives 1/5/2020– needs to be approved, BELOW

The Management will assure the Board to has adequate logistical support.

The Management will:

1. Provide the Board with sufficient staff administration to support governance activities and Board communication.
2. Provide the Board a workable mechanism for official board, officer or committee communications.
3. Provide adequate information and notice to members concerning Board actions, meetings, activities and events.

B8 –Monitoring Report: (Questions 1 & 2 answered by the Board)

1. Has the Board been provided with sufficient staff administration to support governance activities and Board communication? YES
2. Has the Board been provided with a workable mechanism for official board, officer or committee communications? YES
3. Have members been provided with adequate information and notices concerning Board actions, meetings, activities and events? YES, IT'S SUFFICIENT – EMAILS, SIGNS: BUT ROOM FOR IMPROVEMENT – NEWSLETTER, AGENDAS SHOULD BE POSTED MORE REGULARLY, MINUTES POSTED IN A TIMELY MANNER

Revisit C6 about 6a – Officers – Add major decisions document – done 1/5/2020

7:00 - Parameter Group report back

Emily, Steven, Linda, Bruce

SWOT Analysis with the entire board and use the results to feed the research

Two teams (board members, staff, and members) – stay and move – 3 or 4 people for each team – get together once per month in between board meetings. Looking at the strengths we want and make sure they're on both teams.

List of what to research – for ourselves and to present at annual meeting.
Look at parameters.

Practical and philosophical questions

“Stay” Team

Steven will captain,

“Move” Team

Annie will co-captain, Linda will co-captain; Heather and Katrina will also be members

7:15 - GM report

- Labor budget
- Capital Expenditure wish list
- Other budgets...

7:50 – Announcements – none

B3 by email

Bruce suggests we all look at condensing Policy Governance on our own and vote on it together in the meeting, for the so we can spend time working on the SWOT analysis and “Stay” and “Go” discussions. All agree.

NEXT MEETINGS

8:18 – Adjourn