

June 19, 2012

Meeting of the Syracuse Real Food Cooperative Board of Directors
Tech Garden

Item	Outcome	Tasks
<p>1. Ground rules Call meeting to order Attendance</p> <p>Agenda review Accept May minutes</p>	<p>Ground rules read by Dan Meeting called to order by Dan Present: Dan Sanders, Amanda Wada, Walley Francis, Karl Newton, Jamie White. Chris Fowler. Absent: Thane Joyal, Julie Longmore, Larry Rutledge. Guests: Travis Hance, General Manager, Lisa Wiley Changes were made to the agenda Minutes accepted by Karl and Amanda as corrected.</p> <ul style="list-style-type: none"> • See attachment 1 	<p>Change reference to 'C4' to 'C1'</p>
<p>2. Store Report</p>	<p>Discussion</p> <ul style="list-style-type: none"> • See attachment 2, store report • The Board is disappointed with receiving report so late. • GM reported about the many activities by the store personnel; beer tastings, tabling at events such as Strathmore Paintings on the Porch and face painting at Ed Smith School carnival, etc. The New Leaf for July is going to print. • The greening up of the back yard is progressing. It is first necessary to remove the big garbage tree, then the beautification can begin. • The Co-op has had visits from other co-ops, and note was made of the new co-op being opened on the Southside. • Mention was made of the changes in personnel and the results of the Co-op's great growth. • The Board requests store reports be sent by GM one to two days in advance of BOD meetings. 	<p>GM to send Store Report to directors on a timelier basis.</p>
<p>3. B5: Communication and Council to the Board</p> <p>A: Ends Report</p>	<p>Motion to accept report as non-compliant made by Chris, second by Karl. BOD voted to accept report as non-compliant, unanimous. Discussion:</p> <ul style="list-style-type: none"> • Ideally we want something more regarding communication than just a report from Travis. • C: Policy – support & communications monitoring • Suggested a survey might be helpful, but this was not a popular option, policies are not thoroughly looked into. • We are self-evaluating but not doing real well. Need to look at the bigger picture, perhaps spend more time less frequently. • The conference calls with Marilyn should be limited to board issues. <p>Motion to accept report made by Jamie, second by Chris. BOD voted unanimously to accept the Ends report.</p>	<p>Travis, Amanda, Walley to discuss C and D Policy monitoring with Marilyn during monthly conference call 6/21</p> <p>Marilyn to help develop a process to be proposed to BoD @ July mtg.</p>

	<p>Discussion:</p> <ul style="list-style-type: none"> • We have reinvented ourselves and successfully. • Board needs to work together to make explanations of the Ends; • We need to explain how the Ends affect the board, affect Travis, and affect the membership. • It was suggested that the individual Board members put into their own words what the Ends mean and what they mean to the Co-op. • It is up to Travis to interpret and implement the Ends policy. The policy should be understood word by word. • It was brought up that the Goals report is not consistent; some refers to 2011, some to 2012. It needs to be corrected to reflect the current status. 	<p>Travis to update report with 2012 goal metrics (net income, average basket, annual meeting attendance)</p> <p>Amanda to send CDS Ends Policy evaluation process template to BoD for review and discussion.</p>
<p>4. C1: Unity of Control – Decision C2: Accountability of Manager - Discussion</p>	<p>Any action is postponed until July.</p>	<p>Amanda to update BoD calendar</p>
<p>5. Committee Reports Communication</p>	<p>Amanda reported on the Communications Committee actions.</p> <p>Discussion:</p> <ul style="list-style-type: none"> • Sent out board report regarding retreat. • Board members were pleased with the responses received from members. Emails were well received by the members. • Documents regarding visions from the retreat June 23rd are to be postponed indefinitely. • On July 12 Syracuse First will be at the Tech Garden with CenterState CEO from 5:30 to 7:00, bringing together entrepreneurship and local producers. • Should we have a volunteer to write the July newsletter, or should it be from the whole board? • Need to solicit photos regarding the past 40 years. Suggested we try to get Sean Kirst and/or Dick Case to write about the Co-op and its role in the community. 	<p>SRFC to be a presence at this event.</p> <p>This to be done by Jamie, Chris, Travis & Amanda</p>
<p>Budget</p>	<p>Walley reported on the BOD portion of the SRFC budget for next year. Motion to accept made by Karl, seconded by Amanda.</p> <p>Discussion:</p> <ul style="list-style-type: none"> • See attachment 3, budget • Held budget meetings to propose the Board’s section of the Co-op budget. • Noted changes from last year’s budget, particularly a reduction in the cost of the board insurance policy and more expenses for board training and resources. • Plan to have the Spring board meeting be a small event held at the Co-op, and the Fall meeting to be an all-out event with the presentation of the annual report to the membership at that time. Possibly send out mailings to announce this meeting. 	<p>Amanda to make corrections and forward to Travis</p>

	<ul style="list-style-type: none"> It is to be noted that a budget is just that, is not etched in stone and can be amended as needed. 	
6. Administrative Tasks	<p><u>Guest Presentation</u> Member Lisa Wiley presented to the BoD in response to BoD report sent in May.</p> <p><u>BoD Reporter Resignation & BoD Appreciation</u> BoD to send letter of appreciation and gift. We need to write a job description and find a permanent replacement for the position.</p> <p><u>BOD calendar and work plan</u> Work plan was updated.</p> <p><u>Audit review</u> Proposals sent out, only one response as yet. Discussion: <ul style="list-style-type: none"> Move any action to the end of June. The annual meeting report needs to be ready for the October board meeting. </p> <p><u>Fundraising information</u> Discussion: <ul style="list-style-type: none"> Julie was not at the meeting. Prepared information for fundraising for future growth for the June 11 AFP Seminar in Buffalo. </p>	<p>Dan will draft and send letter with gift. Will submit copies for BoD records.</p> <p>Amanda/Thane to write job description and post for hire.</p> <p>Amanda to update and send for review</p> <p>Proposals to be emailed to BOD as received</p>
7. Executive Session	<p>Discussion:</p> <ul style="list-style-type: none"> GM Evaluation lacks adequate information and prior knowledge. BOD chose to postpone any discussion until the July meeting. 	<p>Will do the GM Evaluation in July with or without information.</p>
Old Business	<ul style="list-style-type: none"> More information is needed from B.3 – Staff Relations policy regarding the use of volunteers and disruptive shopper policy. 	<p>Travis to re-revise and resend by July meeting.</p>
10. Evaluation of meeting	<p>Discussion</p> <ul style="list-style-type: none"> Dropbox meeting packet was helpful. All documents should be PDF so that directors can download and read on electronic devices. We need to evaluate our guest policy. Should we write ground rules for visitors? Where is the July meeting? 	<p>Amanda to convert files to PDF</p> <p>Chris to check Tech Center calendar</p>
11. Adjourn	<p>Discussion</p> <ul style="list-style-type: none"> BOD reviewed retreat agenda. Identified high and low priorities and suggested changes to the agenda. <p>Motion to adjourn made by Amanda, second by Karl. Approved, unanimous.</p>	

