

**Ashland Food Cooperative
Board of Directors Meeting
December 8, 2010
APPROVED**

Board members present: Guy Nutter, Peter Hoyt, Gwyneth Bowman, Joanie Kintscher, Ric Sayre, and Elizabeth Robinson. Employees present: Richard Katz, General Manager. Others: Abby Lazerow, Incoming Board Administrator; Jenica Faye, Outgoing Board Administrator; Ellen Craine, Facilitator.

The Meeting was called to order at 5 p.m. by Ellen Craine.

| Goal | 2011 Goals and Action Plan | Accountable Party | Completion Date | Comments |
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| Announcements | <ul style="list-style-type: none"> • Organicology and CCMA Conferences Announced | | | |
| | <p>This meeting had a one-item agenda to finalize the Board's 2011 goals and action plan. The goals meeting began with Ellen asking BoD to look at goals as a whole, and then to discuss ideas for individual action items. Gwyneth called the 2011 Goal Statement a working and flexible document.</p> <p>The following Goals and Action Statements were approved by the BoD:</p> | | | |
| Goal 1. | <p>Determine What is Expected of Board Members</p> <ul style="list-style-type: none"> • Create outreach calendar to list all events for 2011. • Schedule discussion to revise required and voluntary expectations of board members. • Schedule discussion at future BoD meeting to update documents "Board Expectations" and "Board Calendar of Expectations." • Develop process for Outreach Committee Chair to inform and recruit BoD at monthly meetings of needed assistance at Coop functions. | | | |
| Goal 2. | <p>Improve Communication so BoD are aware of AFC and Other Co-op Marketing and Promotional Events</p> | | | |

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| | <ul style="list-style-type: none"> Identify Director(s) to report back regularly to BoD about marketing strategies and events from other co-ops. Prepare monthly report of Marketing and Promotional activities to be distributed at monthly BoD meetings and posted on Wiki by Board Administrator. | Outreach Manager | | LEADR magazine contains much information about other co-ops. |
| Goal 3. | Develop a Mentorship Program for New BoD <ul style="list-style-type: none"> Determine which committee would provide leadership for developing program. Develop Mentorship Manual. Coordinate Mentorship program with new BoD Orientation and place on Orientation checklist. | | | |
| Goal 4. | Increase BoD Interaction with Each Other, G.M. and Board Contract Facilitator and Administrator <ul style="list-style-type: none"> Hold annual BoD retreat and holiday party where all are involved and include activities/games to help BoD and support staff get to know each other. Schedule time in BoD meetings for committee chairs to report on activity and answer questions from other BoD members. Schedule trainings locally that would benefit all and allow everyone to attend. | | | “Getting to know you” activities will become a regular part of Board Retreats. |
| Goal 5. | Develop Annual Training Plan <ul style="list-style-type: none"> Conduct annual survey at September Board meeting to create list of training topics for the following calendar year. Create method to select and prioritize trainings. Present a proposal for 2011 trainings, based on results of the survey. Create training plan for 2011 with expenses within training budget. Distribute yearly calendar of trainings and workshops to BoD. Create hybrid model to select 2011 trainings in 2010. Consider ways to plan for trainings that may come up at the last minute. Schedule outside speakers to give local presentations. Schedule work sessions as needed for completion of Manuals, development of Succession Plan Documents, information on completing evaluations and other subjects of needed assistance. Directors interested in Organicology Conference present | BoD Development Committee | | |

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| | proposal to Board Development Committee by December 27. Vote on participation in Organicology Conference during January 12 meeting. | | | |
| Goal 6. | Increase Opportunities for BoD to Engage with Owners <ul style="list-style-type: none"> • Develop plan to increase interaction with and awareness of Outreach Committee events. • Individual BoDs may attend monthly Outreach committee meetings held on 1st Tuesday of the month. • Schedule brainstorming session to increase ways BoD could have more contact with Owners. • Schedule activities to engage with owners. | | | |
| Goal 7. | Increase Employee Understanding of BoD Role and Work Responsibilities for the Co-op <ul style="list-style-type: none"> • Schedule discussion about Board role and function in new employee orientations. • Develop procedure for new Directors to attend employee orientations. • Develop calendar and procedure for Experienced Directors to attend employee orientations to answer questions and give a presentation about the Board. • Create calendar of employee trainings. • Define role of Staff Board Director in building board/employee relations and awareness. • Develop information to be distributed to each new employee and to all current employees about the BoD role and work responsibilities. | | | Richard will obtain employee training dates from Sharon and share with Board. |
| Goal 8. | Support Each Other in Fulfilling Individual Board Member Responsibilities <ul style="list-style-type: none"> • Schedule discussion to clarify how many collaborative work sessions each Director would need to participate in each calendar year. • Schedule collaborative work sessions as needed. | | | |
| Meeting Evaluation | <ul style="list-style-type: none"> - The board thanked Ellen for her skilled facilitation. - The Directors thought the short meeting got to the heart of the issues and flowed smoothly. | | | |

The meeting was adjourned at 6:15 pm. All present moved to the Holiday Party at Standing Stone restaurant.

Board Actions:

The next regularly scheduled Board meeting will be on Wednesday, January 12 at 6:00 p.m. with Ellen Craine facilitating.

Draft of Goals and Actions Statement is available on request.

Minutes are not posted until approved by the Board at the next month's meeting.

Minutes were kept and prepared by the Incoming Board Administrator, Abby Lazerow and Jenica Faye, Outgoing Board Administrator.