

**Ashland Food Cooperative
Board of Directors Meeting
March 9, 2011
APPROVED**

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

The Meeting was called to order at 6:00pm by Ellen Craine.

AGENDA ITEM	DISCUSSION POINTS	ACTION TAKEN	REMINDERS/ FOLLOW UP
Announcements	<ul style="list-style-type: none"> • Reminder to attend the Mar. 16th Candidate Reception. • Guy will not attend the April meeting. 		BoD encouraged to attend the candidate reception.
Owner Forum	<ul style="list-style-type: none"> • Emile Amaratoc is looking forward to hiring a management team for the Medford Food Coop; they are still working on the challenge of medical benefits. Construction should finish in mid-May with opening in June. He expressed his thanks to the Coop and Richard Katz for the continued support. • Charlie Douglass was visiting as an observer; he is considering running for the board. 		
Agenda Review	Done	Approved.	
Calendar of Opportunities & Expectations	<p>Elections Process:</p> <ul style="list-style-type: none"> • Directors are reminded to recruit and encourage people to apply; application packets are out at front desk and are due by April 1. Ric will write letter to staff telling them he will not run again and to encourage them to run for Staff Director. 		Candidate applications due by April 1.
Training Opportunities	<ul style="list-style-type: none"> • NCGA-Leadership Training, Portland, 3/26/11 • CCMA, San Diego, 6/16/11-6/18/11 (www.ccma.coop) CCMA requests due before May BoD meeting. 		Apply to attend CCMA conference before May 2.
Consent Agenda	<ul style="list-style-type: none"> • The board unanimously approved all Consent Agenda items: <ul style="list-style-type: none"> ○ February 9, 2011 Board Meeting Minutes ○ Outreach Report, February 2011 ○ Finance Committee Minutes 2/7/11 ○ Outreach Committee Minutes 2/1/11 ○ BDC Minutes 2/3/11 	The board approved all Consent Agenda documents.	

<p>Required and Voluntary Expectations of Board Members</p>	<ul style="list-style-type: none"> • A discussion was held about the need for additional required hours for Board Directors, especially to increase outreach and visibility to owners. • Joyful, fun interaction with Owners is especially needed. • There was a concern that requiring too many hours could preclude Board members from participating or wanting to run for the Board. • The GM Evaluation took BoD 6-8 hours to complete. It was agreed to add 6 hours to the Calendar of Expectations for the GM Evaluation process. • A recommendation was made to amend the Expectations of Board Members document to add: "Outreach activities are voluntary but strongly encouraged as a way of increasing contact between board members and other owners. What is outlined here is the bare bones minimum, but there is an expectation that Board Directors will spend more time participating in outreach to owners." • The words "up to" will be added to the hours listed in the Calendar of Expectations documents. • Directors who cannot serve all the volunteer hours should be supported. • There is a high learning curve for new Directors and extra hours may be required in the beginning. It would be helpful to develop a mentoring program for new Directors. • The Board is aware many hours are required to serve. They are hopeful in the future less time may be required. 	<p>Discussion/Action</p> <p>Board agreed to add 6 hours to the "Calendar of Expectations" for the yearly GM evaluation.</p> <p>"Expectations of Board Members" document will be revised.</p> <p>Revisions in the "Calendar of Expectations" and "Expectations for Board Members" were accepted by the Board.</p>	
<p>Board Members Attending "Co-op 101" Employee Trainings</p>	<ul style="list-style-type: none"> • Board members should take turns attending training days for new employees. Training sessions could be held as many as 6 times a year. • Attending these trainings would be very valuable for new Board members. • A Board representative should attend to welcome new employees and answer questions about the Board. • The Executive Team will make a presentation with consistent talking points. The presentation will also be given to the Board at a future meeting. • Emails will be sent to BoD to let them know when trainings are scheduled. 	<p>Richard will contact Abby about dates for employee trainings.</p> <p>The Executive team will present to new staff; Gwyneth will do the April 15 Training Day presentation.</p>	
<p>GM Report</p>	<ul style="list-style-type: none"> • Sales are excellent; sales reached almost \$500,000 last week. • The loss prevention program is going well. 		

	<ul style="list-style-type: none"> • Richard is investigating solutions that would allow Umpqua Bank to move to a new location. • Richard is looking into the cost/benefits of continuing to have weekly Co-op sales flyers inserted in local newspapers. He is also developing weekly sales flyers to be sent by email. 		
Committee Sharing	<ul style="list-style-type: none"> • Outreach Committee: Board members are having greater contact with owners. There was a quorum of Board Directors at the last Outreach committee meeting. Annie and Mary will attend the April Outreach meeting and present their brainstorming ideas for new ways for the BoD to interact with owners. Annie would like to be invited to next BoD meeting to give a report and brainstorm together. • Grants Committee: The committee chose two new volunteer members. The committee is looking forward to the upcoming grant making process. 		
Meeting Evaluation	<ul style="list-style-type: none"> • Committee sharing was working well. • The meeting was interesting, solid and ran smoothly. • One Director expressed concerns about Co-op newspaper advertising; and requested it be discussed further. • There was an excellent discussion about expectations for Board members and good compromises were made. 		

The meeting was adjourned at 7:15 pm.

The meeting was followed by an Executive Session.

Board Actions:

The following Consent Agenda Items were approved:

- February 2011 Board Meeting Minutes
- Outreach Report, February 2011
- Committee Reports:
- Finance Committee Minutes 2/7/11
- Outreach Committee Minutes 2/1/11
- BDC Minutes 2/3/11

The next regularly scheduled Board meeting will be on Wednesday, April 13, 2011 at 6:00 p.m. with Ellen Craine facilitating.
The GM report and Committee reports are 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 Board Administrator, Abby Lazerow