

# Board of Directors Meeting

October 11, 2006

## APPROVED

Ashland Food Cooperative  
237 North First Street  
Ashland, OR 97520

Board members present: Erik Wallbank, Joe Golton, Herb Heiman, Richard “Ric” Sayre, Gwyneth Bowman, Serena St. Clair, and Danielle Amarotico. Staff present: Richard Katz, General Manager; Annie Hoy, Outreach/Owner Services Manager; John Miller, Staff Council Liaison; Leslie van Gelder, Board Assistant.

The meeting was called to order at 5:30 p.m. by facilitator, Erik Wallbank without.

1. Announcements: In the future, the Board will try to structure the agenda so that any items involving the Staff Council Representative will be discussed at the beginning of the meeting. Danielle passed out her feedback on the orientation process to the Board. Gwyneth asked the Board to remove the old “Consensus” and “Deadlines” policies from their meeting binders, as they have been replaced with newer documents. Gwyneth asked the Board to read each other’s biographies and give each other feedback for final drafts. The December meeting will be facilitated by Herb.
2. Agenda Review: The agenda was reviewed, amended and accepted.
3. Owner Forum: No owners were present at the meeting.
4. General Manager’s Report: Richard’s written report focused on strategic planning and growth, and during the meeting the Board discussed how to proceed with the planning process. Richard agreed to bring some goal concepts to the November meeting for the Board to discuss as the next step in developing a written strategic plan. Richard responded to questions about the new shift supervisor positions, the deli remodel, and valet parking.
5. Contract Employee Getting 15% Discount, an Explanation: After hearing the reasoning behind budgeting the discount for the contractual employee to the Board, the Board agreed to continue allocating the expense to its budget.
6. Board Evaluation Recommendations: The Board reviewed the recommendations of the Board Development Committee regarding the results of the self-evaluation and agreed on the following changes:
  - o Board Self-Evaluation will be scheduled in the annual calendar for April
  - o Board Development Committee meeting with Outreach/Owner Services Manager to confirm annual election process to be scheduled in the election calendar for January
  - o Board Assistant will post calendars in the Board office.
  - o Board will meet with Richard in Executive Session to review his evaluation to be scheduled on the calendar for April

- Treasurer will spend a few minutes during review of quarterly financial reports in training the Board. These quarterly events on the calendar will read “review/training.”
  - Annually Outreach Services Manager will develop calendar of newsletter topics
  - Board Development Committee will recommend continuing education topics and consultants to the Board
7. Approve 2007 Calendar: Gwyneth noted that the calendar is a working document and can be changed when necessary. The Board approved the calendar with the additions noted in the Board Evaluation Recommendations.
  8. Board Involvement in Board Assistant Evaluation: Gwyneth invited Board members to assist in evaluating the Board Assistant, based on an updated job description and evaluation tool which will be sent. Erik and Herb offered to assist.
  9. Social Responsibility Report: Danielle handed out the results of the second meeting of the Social Responsibility Committee. The Committee requested that a “Social Responsibility” page be added to the website with links to other socially responsible businesses. Several Board members agreed to join a phone conference with Mel Bankoff. Serena St Clair thanked Elaine Deckleman for the excellent help she has given to the Committee.
  10. Finance Committee Report: Joe answered questions regarding the financial reports.
  11. Review September Minutes: The September minutes were reviewed, revised and accepted.
  12. Meeting Evaluation: Done

The meeting was adjourned at 8:00 pm and was followed by an Executive Session.

The next regularly scheduled Board meeting will be on Wednesday November 8, 2006 at 5:30 p.m. with Erik Wallbank facilitating.

The GM report and Committee reports are available on request.

#### BOARD ACTIONS:

- The Board agreed to continue allocating the 15% discount for the Community Classroom Coordinator to their budget.
- The Board approved the 2007 General and Election calendars.

The minutes were amended and approved by the Board on November 8, 2006.