



Minutes of River Market  
Board of Directors Meeting  
July 11th, 2017  
6:30 p.m. in the River Market Loft

**Attendance**

**Directors Attending**

Alison Komarek  
Kellie Seth  
Brock Ehnert  
Dan Puraty  
Matt Ludt  
Elissa Cottle  
April Rust  
Sara Morrison  
Chris Jensen

**Directors Not Attending**

Nate Hart

**Also Attending**

Mead Stone  
Nicole Sullivan  
Andre Bessette

**Call to Order 6:31 pm**

- President Alison Komarek called the River Market Board of Directors meeting to order at 6:31 pm.

**Owner comments**

- None

## Points of order

- Matt Ludt noted that he will be unable to attend the August Board meeting as he will be at a conference.
- Kelli Seth stated that the Board article for the next issue of Currents is not yet complete but will be done by the weekend.
- Alison Komarek confirmed that the deadline for Board articles in Currents remains at the 20<sup>th</sup> of the month they are due. Andre Bessette requested that if possible to have a draft submitted on the 1<sup>st</sup> of the month. Discussion ensued that ideally the draft should be submitted in the Board packet for the month prior to it being due. That way the Board is able to review and give feedback in time for the draft to be submitted by the 1<sup>st</sup>.
- Sara Morrison will be submitting the next article.

## Approval of Procedural Documents

The Consent Agenda was called. Items on the Consent Agenda were:

- A. Meeting Agenda
  - B. Open Meeting Minutes 6/13
  - C. New & Leaving Owners List
- **No pulled reports. All items approved.**

## Board Study and Engagement – Andre Bessette discussion on Marketing Matters Conference 2017 and CCMA summaries.

- Andre Bessette shared with the Board knowledge gained at the 2017 Marketing Matter Conference. Additionally, Alison, Komarek, Kelli Seth, Elissa Cottle and Nate Hart gave a summary of the CCMA (Consumer Cooperative Management Association) conference they attended. The notes will be posted on Backpack.

## **Business**

### **BOD/GM Open Discussion – 7:58 pm**

- There has been an addition of two new employees in the deli and bakery including a 16 year old.
- Staff numbers are good.
- Trista tried her micro flock – it was successful but thinks it will take several years to get enough farmers in the program. All 20 birds were sold in two days. This is a very unique program to have.
- There are two employee evaluations left this year. Raises will be in July paychecks.
- PTO – paid time off is graduated depending on time worked but an employee can get up to four days off from holidays. This is also reflected on the July 1<sup>st</sup> paycheck.
- Mead is excited about response from owners through the Currents articles. Next question may be about a low income program and also program for younger people.
- August and September will be the first two round table discussions. One question is directly from an owner regarding co-ops giving cheapest possible prices dependent on volume.
- It is surprising the rapid change to incorporate unions into some co-ops.
- The financial plan laid out in the GM monthly report was appreciated.
- Mead signed the last check to NCG DC last week.
- The number and variety of corn / tortilla / chips may be reduced as it is a reducing sector.

### **GM Annual Evaluation**

- A memo and chart was submitted by the Board Secretary, Sara Morrison.
- This month the Board will be reviewing and assessing the submitted memo and chart and then next month making decisions on it.
- There will be a closed session held next month to discuss compensation.
- The Board has been continually evaluating the GM's performance over the last 12 months through the monitoring reports. This will then be discussed and decisions made next month. In accordance with our policies the only data the Board can use to review GM performance is the reports as they have been reviewed throughout the year. Once the Board has accepted all the reports the evaluation is complete. The Board Secretary's memo and summary chart as well as the Board's discussion and decision next month is the formality of the GM review and evaluation.

### **Annual work plan 8:18**

- The annual work plan is a document created from the Board calendar.
- The Board is responsible for evaluating the plan each year.
- Last year the C-reports were taken out to allow for a new system of evaluating them. This year this will be updated as to how and when the C-reports are monitored and evaluated in a structured way.
- The work plan aligns with all the Board and Committee tasks.
- Directors are to send any modifications to Alison Komarek.
- The Board discussed the possibility of using Google docs as an alternative to Backpack. Brock Ehnert will investigate.

## **Annual Meeting**

- The annual meeting is on October 7<sup>th</sup>.
- 6 pm will be the business portion of the meeting and the movie will be at 7 pm. The movie is about 6 minutes long.
- The location is the Lift Bridge Brewery.
- Discussion ensued regarding the need for some social time to allow for those arriving late.
- Voting will stop and be counted. Andre Bessette asked for someone on the Board to be present for ballot counting. Dan Puraty will assist.
- Dan Puraty will bring an extra amp, cords and microphone stand. There is a need for a wireless microphone for people to ask questions.

## **Fall retreat dates and planning 8:35**

- The Board discussed possible topics for the fall retreat which included owner engagement as a potential topic.
- A doodle poll will be sent out by April Rust for possible dates in early November. The date will then be given to Todd to see if he is available. Melanie Reid could possibly be included.
- People liked the Stillwater library location.
- The spring retreat does not always happen as it is based on need at the time.

## **Policy and Rules Committee**

- Matt Ludt submitted a document for all directors to review regarding the Bylaws for the annual meeting.
- The Board engaged in the C-Report survey exercise for this month.

## **Board Development Committee 8:59**

- The committee is attempting to connect with Board candidate, Olivia Dropps. A formal interview needs to be scheduled.
- The new candidate binder will be completed by Dan Puraty.

## **Events/training 9:02 pm**

- CBLD 101 is on September 23<sup>rd</sup>. New and existing directors are encouraged to attend.
- Sustainable Stillwater is looking for volunteers for clean up from Lumber Jack Days.
- The city council is forming and taking applications for a city wide plan advisory committee. Directors are encouraged to apply. Please let Alison Komarek know if you are interested.
- There is a round table discussion with the GM and Board members in the store on Tuesday, August 22<sup>nd</sup> 6 – 8 pm and Saturday, September 23<sup>rd</sup> 1 -2 pm.
- The question was asked whether River Market had previously had a booth at Lumber Jack days which they have not.
- Mead Stone will attend a discussion regarding the use of the parking lot for the Auto show.

## **Media: Currents; Website, etc.**

- Currents deadline is August 20<sup>th</sup>.
- To clarify, there is no firm draft deadline for Board articles to go in Currents other than the final submission deadline of the 20<sup>th</sup> of the month. However, in the future it is requested to submit a draft of the article to the Board by the Board meeting prior to the month the article is due in order to get feedback and a draft to Andre by the 1<sup>st</sup> of the month and then final submission on the 20<sup>th</sup>.

## **Reports**

- **No pulled reports – all reports accepted.**

## **Director Questions & Assignments**

### **August Assignments:**

#### **Leadership Tasks and Work**

- Review Officer & Committee Tasks
- Propose Autumn Retreat Date & notify all candidates of same
- Confirm September Meeting separate from Annual Meeting
- Conduct GM Evaluation
- Within two weeks of evaluation decision prepare, review with GM, and deliver the written evaluation report for personnel filing; Quarterly Treasurer's Report; Board Chair solicits mentor assignments for board candidates

#### **Board Closed Session**

- Complete GM Evaluation (and Compensation Review if due this year ); Quarterly Analysis (If Warranted)

#### **Board Tasks and Work**

- Review Board Work Plan
- Set Autumn Retreat Date
- Digest Report on Co-op Shares & Patronage Dividend as per AOI & Bylaws.

**GM Activities**

- GM monthly report
- Organize & Plan for RMCC Annual Meeting
- A: Global Ends

**Board Development Committee**

- Update BOD New Director Manual
- Plan Orientation for New Directors

**Policy and Rules Committee**

- Plan & submit summary report on Co-op Shares & Patronage Refund as per AOI & Bylaws

**Other**

- CBLD Consultant Call
- August 20th is Current's Deadline
- Respond to Fall Retreat Doodle Poll
- Review Currents article
- Notify Alison Komarek if interested in the President or Vice-President positions.

**Open Session Adjournment 9:26 pm**

Respectfully Submitted

Nicole Sullivan

Board Administrative Assistant