



Minutes of River Market
Board of Directors Meeting
June 13th, 2017
6:30 p.m. in the River Market Loft

Attendance

Directors Attending

Alison Komarek
Kellie Seth
Brock Ehnert
Nate Hart
Matt Ludt

Directors Not Attending

Dan Puraty
Elissa Cottle
April Rust
Sara Morrison
Chris Jensen

Also Attending

Mead Stone
Nicole Sullivan
Tom McCarty

Call to Order 6:31 pm

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

Owner comments

- None

Points of order

- Alison Komarek did not specifically put Brock Ehnert's article for Currents on the agenda as it may be discussed during the media portion of the meeting. Brock was asked to send a draft of the article by email to the directors.
- Andre Bessette has requested that the author(s) of the Currents articles submit a DRAFT by the first of the month so that he can have an estimate on the size and scope of the article. The board will need to review the article and make changes before the FINAL article submission on the 20th of the month. Therefore, if authors could submit their article to the board in the packet for the monthly board meeting prior to the month in which the article is due, then the board will have time to provide feedback in the couple of weeks before the draft is due. The author(s) can then provide Andre with the DRAFT by the 1st and the FINAL by the 20th.

Approval of Procedural Documents

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

- A. Meeting Agenda
 - B. Open Meeting Minutes 5/9
 - C. New & Leaving Owners List
 - D. B.2 Report – Planning and Budgeting
- **Nate Hart pulled item D – B.2 Report – Planning and Budgeting, for not being in compliance.**

Board Study and Engagement – Stillwater Update from Tom McCarty – City Administrator

- Tom McCarty, the Stillwater City Administrator was asked to update the Board on the status and current planning procedures for the downtown Stillwater area. The notes will be posted on Backpack.

Business

BOD/GM Open Discussion – 6:34 pm

- Mead Stone mentioned that the B2 report was a collaborative effort with his team, in particular Trista Boe.
- River Market has a small flock of 20 chickens that they will be processing to sell in the store. This is an experiment in starting to have several small farmers supply us with chickens every 9 weeks and then sell them in the store. They are also looking at some other meat options.
- Mead will be attending a Stillwater Schools meeting for a round table discussion on how to get to kids to learn from businesses. Topics such as how to get a job and how to fill in an application will be discussed.
- A new team member has been employed to do facing in the store.
- There were 50 responses from owners about funding for a new bathroom. So far the majority response has been no to this project. Also, eliminating any discounts was not favorable. This means that the bathroom project will not proceed at this time.
- Andre Bessette attended the IBA (Independent Business Association) meeting.
- Mead is not in favor of having the car show again because they did not watch over our parking as agreed to.
- The fourth quarter to date was down by 3.9%. There could be an effect from the opening of Whole Foods in Woodbury and hopefully people will start coming back to River Market.
- The River Market Community Fund has a link on the website. There will be a start of campaigning for the fund around Thanksgiving.
- Seward, Linden Hills, Viroqua and the Wedge have unionized.
- Kali will be working in the Wellness department and Larke is filling in for grocery.
- River Market is collaborating with some marketing with Harvest Moon and Hampton Park. Some questions that are being posed are: what does a small to medium size co-op do about having a marketing department?

Alternate Directors 8:18 pm

- This year there are three positions for directors on the Board and there are four applicants.
- The Board was asked if they would like to continue with having an alternate director?
- The Board Budget is affected by having an alternate through discounts and additional training.
- Given that there are four applicants for three positions this year there is the potential to offer one person an alternate position.
- The application period is now closed.
- There is always the potential for losing a director and therefore it is nice to have an alternate to step in.

- Additional help and input from an interested person is a benefit. It is also good recruitment for future Board positions.
- **It was decided that the Board sees no opposition to the way we have been having alternates, therefore, they would like to pass on to the Board Development Committee that they may approach the person who does not receive enough votes to be offered an alternate position.**

C-Reports 8:25

- The intent for this Board meeting was not to monitor all the C-reports but to review the process and assess how it is working.
- There was a concern that the Board has not actually monitored it yet and what is the plan for review of the reports.
- Matt Ludt explained that the proposal was to monitor 1 to 2 reports each month as well as continuing to complete the monthly surveys for each report over the last 90 days. It will be a rolling review by approximately six different directors over a six month period.
- The monitoring could take place sequentially or when there is a noted non-compliance or multiple comments in a report then that could be reviewed.
- It was first required to obtain a body of information to begin the process.
- The concept of a rolling review was appealing but the process of how to go about deciding which ones to review first and what would trigger a need to bring one to priority was discussed. When we have six months worth of data the Board does not start reviewing but rather to consistently review in a cycle. This does require a periodic evaluation of which policies may need to be reviewed on a more regular or priority basis.
- The prior method of monitoring the C-reports was to have an individual person review each policy for the year.
- The possibility of a Google document that all directors could access was discussed. This would have to be evaluated as to how everyone would have access as well as privacy issues.
- The anonymity of the surveys was thought to be a good thing but how this will come out in discussion remains to be seen.
- Alison Komarek and Matt Ludt will further discuss specific requirements and instructions for C-report collating and reviewing.
- Brock Ehnert will assist with looking into having online / Google report updates.

Policy and Rules Committee

- There are no updates from the Committee.
- The Board engaged in the C-Report survey exercise for this month.

Board Development Committee 8:52

- There is a spelling correction on the candidate slate. The correct spelling is Olivia Dropps.
- The Committee will be meeting with her soon.

Events/training 8:30 pm

- Kellie Seth, Elissa Cottle, Nate Hart and Alison Komarek attended CCMA in the Twin Cities.
- There will be an inaugural co-op impact conference beginning October 4th to 6th in Washington D.C.
- CBLD 101 is on September 23rd. This is for new and existing directors. April Rust will pass this information on to new candidates.

Media: Currents; Website, etc.

- Currents deadline is June 20th.
- The Board candidate bios will be in this addition.
- Brock Ehnert will also be submitting an article. He will be sending a draft via email to the directors for review.
- The next Board article for the following Currents will be written by Matt Ludt, Kellie Seth and Elissa Cottle. The deadline for the draft of the article is August 1st, therefore, it will need to be available for review in the Board meeting packet for next month.
- A photo of the Board CCMA attendees will be used.
- There will be an Ends discussion meeting for staff members and directors on Tuesday June 20th at 6 pm in the meeting space.

Reports

- Nate Hart pulled Item D – B.2 Report – Financial Condition due to being out of compliance.
- Mead noted that the 2% increase in growth is fairly aggressive considering the current lack of sales growth.

- **Nate Hart moved to accept the B.2 Report – Financial Condition as out of compliance. Brock Ehnert seconded. Motion carries.**

Director Questions & Assignments

July Assignments:

Leadership Tasks and Work

- Prepare for Annual GM Evaluation with GM
- Prepare for Assignment of C Reports
- Secretary to submit Summary Report of GM Monitoring Reports

GM Activities

- GM monthly report
- Organize & Plan for RMCC Annual Meeting

Policy and Rules Committee

- Report to Board on Annual Meeting Bylaws Provisions

Other

- CBLD Consultant Call
- August 20th is Current's Deadline

Open Session Adjournment 9:06 pm

Respectfully Submitted

Nicole Sullivan
Board Administrative Assistant