

**HARVEST BOARD OF DIRECTORS
MEMBER MINUTES
1 SEPTEMBER 2015**

There was an information session for potential Board members prior to the meeting.

Attending: Wayne Clark, Ellen Dickenson, Hunter Gates, Lila Givens, Kashif-ul Huda, Leah Madsen, Diane Simpson (Board Administrator), Corie Scibelli, Mike St. Clair (General Manager, via telephone).

Absent: Arash Kani, Meghan Strauchon
Guests: Ian Witherby, Kathleen Jones
Meeting minutes taken by Diane Simpson
The meeting commenced at 6:50 p.m.

Vote Key

Votes are recorded in this order: For, Against, Abstaining

Check-in and Personal Space

Agenda Review

“MSCC” was added to the agenda.

Member Comment

Report on tabling:

- Some members that have moved away are making an extra effort to get to Harvest
- There were also a significant number of convenience shoppers
- Several asked if Harvest can connect more with farmers
- One person was upset about Harvest carrying Nestle chocolate
- One person was upset about Harvest not carrying Garelick Farms buttermilk
- Overall tabling was a fun experience

There was a question as to whether Harvest has member retention feedback systems. A director said, yes, we keep track of member numbers, but surveys are less frequent. All member comments are kept.

Two member comments:

- A lot of grocery stores give incentives for filling out satisfaction surveys—you can win a prize.
- The produce section is lacking in general, specifically the organic section.

Minutes

A couple of corrections:

The date of the Co-op Faire and the last name of a Board candidate were corrected.

Motion: Approve the August Member minutes. The motion was moved and seconded.
Approved 7-0-0.

Committee Reports

Policy Governance Committee

Lila thinks having a bigger committee would be helpful because it requires monthly meetings.

ACTION ITEM Lila to reach out to Meghan about enlarging the Policy Governance Committee.

GM Compensation Committee

- Had a productive meeting when the committees first met.
- More meetings need to occur.
- Lila would like to have monthly updates from all the committees.

Finance Committee

Financials are usually reported in Executive Session because it is competitive information.

Professional development topics in finance that people would like covered:

- A one-paragraph summary of what the numbers mean
- Knowing how to dive into the bigger picture

Global Ends Communication Committee

ACTION ITEM Leah and Meghan will meet and figure out what to prepare for the Annual Meeting.

MSCC

- The members (Lila, Hunter, Meghan, and Kashif) have been in contact to put some meetings on the calendar
- They are focusing on member engagement methods
- Members can always jump in and help out on this committee
- MSCC has not been comprised mainly of Board members in the past
- They will start with the current charter and then modify it (with Board approval) when they find out what the new members want to do.

Elections

- There are seven candidates for four positions.

Tabling

- Member Appreciation days are a logical time to table; ideally with two people.
- September 9th and October 14th are the next two.
- Ballots will be out before the October tabling session.

Small Groups Book Discussion

The Board discussed chapter 5 of the “Small Groups” Book.

This chapter focused on various functions that an organization needs for people to work together.

The Myers-Briggs test was discussed as a way of helping people figure out what roles their personality is best suited for.

Some of the types needed for your organization:

- Organizer/Founder: jump-starts the group
- Leader: gets the group to complete its objectives

- Facilitator: sets up agenda, runs meeting, pays attention to process
- Anchor: keeps you grounded
- Spark: gives you energy
- Brain: cognitive, intellectual, “wisdom”
- Inspiration: the group’s visionary
- Guide: the group’s compass
- Supporter: empathizes with group members; gets them out of quagmires
- Opinion leader: rephrases group’s opinions to see if they are useful
- Process Person: helps facilitator keep meeting on track

The directors discussed the particular roles that resonated with them.

Quote from the book:

“Sharing responsibility is not the same thing as giving it up. You still need to, from time to time, encourage people to take responsibility, but exemplify that yourself. In a collaborative group, just make sure the leadership does not take all the responsibility all the time.”

Annual Meeting

The meeting is fairly structured, but the Board has the ability to do a little bit of programming. A planning committee might be formed to take on this task. Because the building is not handicapped accessible, the directors will map out the least difficult entrance to the building ahead of time and have people there to assist.

Patronage Rebate

The Board just needs to understand the process around making a decision—they do not need to make a decision right now. There will be no rebates this year. According to Mike, it is typically announced at the annual meeting what the dividends are and if there are any. There was a question about “allocation of net loss,” which is explained in the bylaws.

Board Monitoring

The Board reviewed polices C8: *Governance Investment*, D1: *Unity of Control*, and D2: *Accountability of the GM*. Although there were no scores of three or below on the last two monitoring surveys, there were several threes on the first one. (The scale goes from 1 to 5, with 5 being the top score; anything 3 or below needs to be discussed.)

The two sections of C8 that received the most comments were on training and member outreach. The Board had a lengthy discussion on what would help make Board skills stronger. They talked about having more clarity on what skill sets are needed by directors. One of the directors works in Human Resources and has some rubrics from her job that might be helpful. A big issue is that not very many people are on the Board more than 3 years. A training session for potential directors was mentioned. The Board also discussed outreach mechanisms and ways to more to actively elicit member comments. It was pointed out that more structures for this need to be in place (regular Board outreach plan to replace tabling and reinvigoration of MSCC).

Motion: Approve all Monitoring Reports (C8, D1 & D2). The motion was moved and seconded. Approved 6-0-1.

Motion: Close the member meeting. The motion was moved and seconded. Approved 7-0-0.

The member meeting closed at 8:20 p.m.

ADDENDUM

The Board held a vote by conference call and voted to endorse the full group of candidates (listed below) for the 2015 elections.

- Lydia Peabody
- Kathleen Jones
- Ian Witherby
- Dwayne Desaulniers
- Courtney Degraff
- Wayne Clark
- Lila Givens

Motion: Endorse the group of seven candidates. The motion was moved and seconded. Approved 5-0-2.

Action Item Summary

ACTION ITEM Lila to reach out to Meghan about enlarging the Policy Governance Committee.

ACTION ITEM Leah and Meghan will meet and figure out what to prepare for the Annual Meeting.