

Minutes for the Potsdam Food Co-op Board Meeting, as amended on 5/8/2017
February 21, 2017
6 PM

- I. Call to Order
 - a. The regular monthly meeting of the Board of Directors of the Potsdam Food Co-op was held on Tuesday, February 21, 2017, above the Carriage House Bakery, the President being in the chair and the Secretary being present.
- II. Attendees
 - a. Voting members in attendance included Laura Cordts, Joseph Andriano, Robin McClellan, Samantha DaGrossa, Tim Messner, Maggie McKenna, Erica LaFountain, Eric Ochranek, Kayla French, and Jessica Diagostino.
 - b. Members not in attendance included Abby Lee, and Gail Anderson.
 - c. The General Manager, Eric Jesner, was absent.
 - d. Cassidy D (?) was in attendance as a guest.
- III. Approval of Minutes
 - a. A motion to approve the minutes of the meeting held on January 17, 2017 was made by Erica and seconded by Maggie. It was passed.
 - b. Introductions were made.
- IV. Approval of new slate of officers:
 - a. Joe announced the slate of officers resulting from the board officer questionnaire. The slate is Joseph Andriano for President, Maggie McKenna for Vice President, Robin McClellan for Treasurer, and Erica LaFountain for Secretary. Robin made a motion to approve, and Laura seconded. The motion passed.
 - b. The meeting was turned over to Joe, the new president of the board.
- V. Committee Reports
 - a. General Manager's Report was not presented in Eric Jesner's absence.
 - b. Marketing Committee Report was presented by Samantha DaGrossa:
 - i. Meetings are on 1st Thurs, 6pm, CHB.
 - c. Membership/Events Committee Report was presented by Maggie McKenna:
 - i. The membership/events committee will be joining Marketing meeting 3/2 at 6:30 to discuss upcoming membership drive collaboration.
 - ii. Meetings usually 1st Tues, 6pm, CHB.
 - d. Governance Committee Report was presented by Joseph Andriano:
 - i. Joe made a motion to approve the new draft board calendar, Laura seconded and the motion passed.
 - ii. Meetings: Governance committee meets via email.
 - e. IT Committee Report was presented by Eric Ochranek:
 - i. Meetings: 2nd Wed, 4:30pm, CHB.
 - f. Finance Committee Report was presented by Robin McClellan:
 - i. Meetings: 2nd Tues 5pm, CHB.
 - ii. Robin warned us that in a year or so a board member will need to take over as treasurer.
 - g. Newsletter Committee Report was presented by Maggie McKenna:
 - i. **Next deadline: April 1.**
- VI. Retreat Plan
 - a. Executive committee has discussed and determined that an abbreviated retreat may be more effective. Approx. 8:30-12.
 - b. The schedule will include
 - i. introductions
 - ii. ambassador training (30-40min)
 - iii. review current committee structure
 - iv. expectations of board members
 - v. board self evaluation, identify weak areas and discuss how to improve.
 - vi. We may have a mid-year retreat to evaluate the results of the marketing study. We also may choose to have an informational potluck in October to present 1. the results of the study, 2. the results of the mid-year retreat, and 3. the results of the dividend issue.
 - vii. Logistics: March 4, 8:30 arrive, 9ish start, bring snacks if you can, 12 wrap up. Joe will send directions to Robin's house in Sandfordville.
- VII. New Business
 - a. Consent agenda: Joe plans to try out a consent agenda and evaluate it's efficacy after a few months of use.

- i. We will approve all of the committee reports (but not the GM report), and the previous months minutes at once. Any parts of those items that require discussion or approval of the board will be removed from the consent agenda and considered separately.
 - ii. Robin: we still need the option to ask questions about the reports. And every quarter each committee should make a full report.
 - iii. At March meeting, each committee chair will report fully regarding their part of the Action Plan (Joe will be absent).
 - b. Use saved time to pose and address a single big picture question each meeting.
- VIII. Member Comments
 - a. Laura: After annual meeting, someone told her that when the UU was actively recruiting a new pastor, they used the co-op brochure among other materials to attract a prospective pastor to the area.
 - b. Robin: Longtime member, Michael Greer, thought the meeting was wonderful.
- IX. Open forum/Discussion
 - a. Tim: will the marketing study also do an internal evaluation in edition to looking at the wider area?
No. That's not in the scope of this study,
- X. The board voted to go into executive session (Robin motion, Samantha second) to discuss the GM evaluation. The executive session began at 7:00 PM and ended at 7:11 PM. **Eric Jesner's 2016 bonus was approved.**
- XI. Adjournment
 - a. Joe asked if there were any other topics to be discussed. Hearing none, he adjourned the meeting at 7:12 PM.

Respectfully Submitted,
Erica LaFountain
Secretary, Potsdam Food Co-op