

Open Harvest Board of Directors

Approved Meeting Minutes

February 1, 2010, 5:35 – 6:32 p.m. at Irving Rec Center
2010 Van Dorn Street

- Present** Sara Moshman, Margot Conrad, Jon Ferguson, Alisa Kushner, John Christensen, Bob Hutkins, Carla McCullough, Melissa Garcia, Flame Alligator, Ingrid Kirst, Maggie Pleskac, Jackie Barnhardt, Dave Eckmann, Jim Nelson, Kelsi Swanson, Mary Rachael
- Absent** David Murphy, Gail Kendall, Keith Dubas, Mary Jane Gruba, Miles Bryant
- 5:35 p.m.** Welcome to guests, staff and Board members, with introductions. Accept consensus items; February Agenda and January Meeting Minutes with changes.
GM Report: accounts payable to inventory (.64), debt to equity (2.39) (.90 without long term liabilities), accounts payable (\$156,850.) and inventory as of 12/31/09 (\$243,346.).
- 5:37 p.m.** 2nd Quarter Financial Report: 2nd Quarter Dashboard distributed by Sara Moshman. Jim Nelson reported that the store has come close to breaking even after expansion expenses and that the gross margin is excellent and under budget on wages.
L4: Discussion included the differences in wording about expansion expenses or funds to reserve.
L4.2.2: Questioned by Jim Nelson because it was designed for expansion and Ingrid Kirst said they would be working on that. Jim Nelson reported that the current sales trend is soft: currently 18% ahead of last year for the month of January, predicts that end of the year sales will be 12% ahead of last year.
L4.5: Questioned by Dave Eckmann. By discussion it was suggested that it is in regards to end of the year verses the quarter. No concerns.
- 5:46 p.m.** Board Winter Half Day Retreat: Plans for focusing on post expansion and 3 – 5 year plan. Discussion included optimal dates. Ingrid Kirst will send an email to Board members regarding scheduling a date for the Retreat.
- 5:50 p.m.** GM Search Committee Report: Carla McCullough, chair of the Committee, reported that the Committee has met four times to update the job description and to work on a timeline. Current draft of the job description distributed for Board approval prior to release

date. Discussion included word changes regarding expansion, marketing/advertising and Policy Governance. Ingrid Kirst questioned the need to describe Policy Governance in the job description draft. Jim Nelson suggested that there was enough information regarding Policy Governance in the job description draft. Ingrid Kirst suggested that it could be emphasized with capital letters. Maggie Pleskac agreed. Carla McCullough also suggested that Policy Governance could be put in a more prominent position in the job description draft. It was also announced by Margot Conrad that advertising with Natural Foods Merchandiser and Coop Grocer is being rethought because there was no response in the past and it was expensive. Jon Feguson distributed a draft of a flyer for the GM search with a job description to be mailed out to Coops in the central corridor. Motion to approve job description – No concerns.

- 6:06 p.m.** Policy Committee revisions of L2, L3, L8: No revisions.
- 6:07 p.m.** Board Priorities for the year and 3 -5 year plan: Jim Nelson shared the store's 25 year plan with 3 – 5 year priorities including strengths, weaknesses, opportunities and threats. He reported that the original list included 15 to 20 items for each s.w.o.t. heading but that these were reduced to the top 5 for the flyer to reflect 3 -5 year goals. Board priorities and 3 - 5 year plan to be the topic of the Board Winter half day Retreat. Tabled for the time being.
- 6:14 p.m.** Jackie Barnhardt proposed that the Board create a By-Laws Chair and suggested that the Board appoint the person for that position.
- 6:15 p.m.** Election Committee Report: Dave Eckmann, Mary Jane Gruba, Bob Hutkins and Kelsi Swanson are serving on the Committee. Bob Hutkins reported that six Board members will be running for re-election during the upcoming election and questioned if there was a conflict if someone is up for re-election and also on the Committee. Sara Moshman, Carla McCullough, Gail Kendall, Dave Eckman, Maggie Pleskac, and Bob Hutkins are up for re-election (Mary Jane Gruba is not running). During discussion it was decided that the job of the committee is to develop a slate to propose to the Board. Jackie Barnhardt requested an article for the April newsletter, the month of the elections. The deadline for that newsletter is March 1st and it was decided that the slate would be presented by the March 1st Board Meeting. The Board announced that they are currently recruiting candidates and this announcement will be posted on the store bulletin board and on the website with contact names and telephone numbers.
Finance Committee Report: Committee met. No report.

Policy Committee Report: Committee did not meet.

6:27 p.m. Holiday Party: Flyer distributed and Jackie Barnhardt announced that volunteers are needed, including for the talent show, and a sign up sheet would be posted at the store. It was also announced that the store would be closing at 7:00 p.m. that evening.

6:31 p.m. Member's Comments: No member's comments.

6:32 p.m. Adjourn

Respectfully Submitted,
Mary Rachael

Next Meeting: March 1, 2010 from 5:30 to 7:30 p.m. at Irving Rec Center.