

**Open Harvest Board of Directors
Meeting Minutes
June 6, 2011, 5:30 – 7:00 p.m.,
Irving Rec Center, 2010 Van Dorn Street
(Approved July 11, 2011)**

Present **Board Members:** Hank Van den Berg, Maggie Pleskac, John Christensen, Ingrid Kirst, Steven McFadden, Barbara Di Bernard, Vicki Newman, Miles Bryant, Bob Hutkins, Jon Ihrig, Keith Dubas, Carla McCullough, Jon Ferguson

Staff: Kelsi Swanson, Margot Conrad, Sherri Clark, Jackie Barnhardt, Danica Zobeck, Mary Rachael

Member Guests: Flame Alligator, Melissa Garcia, John Atkeison, David Newman

Absent: Gail Kendall, Sara Moshman, David Murphy

5:30 p.m. Chair Carla McCullough called this meeting to order, welcomed Guests, Staff, and Board Members, followed by introductions. Installation of new Board Members and incumbents welcomed back. Discussion included recent orientation.

5:34 p.m. Consensus Items: The Minutes of the May BOD meeting and the Agenda for the June BOD meeting were introduced for approval. Approval of May Minutes pending GM Kelsi Swanson's changes. Changes to June Agenda included an extension requested by GM for the ENDS. The ENDS will be reported at the July BOD meeting. Jackie Barnhardt requested a change to the April BOD Minutes as she was not at the May meeting. BOD accepted the change to the April BOD Minutes and an addendum will be added to those Minutes online. Chair also discussed new meeting protocol whereas Agenda items can be commented on by Guest Members before the item is discussed by the Board. Chair was not contacted by any Guest Members prior to the June meeting and requested that this new protocol be stated in the July Newsletter.

GM Kelsi Swanson presented the GM Report, noting Accounts payable as of April 30, 2011 were \$145,461, and the last inventory was \$264,625, for a ratio of .55. Wages and salaries for April 2011 were 19.95% of sales. Total operating expenses for April 2011 were 38.41% of sales.

5:47 p.m. GM updated the Board and Guest Members that the Open Harvest trademark application was approved for 10 years at the cost of

\$200., announced that the photo of the current Board would be taken that evening, informed Board Members to the upcoming EPIC (Employee Project Incentive Committee) meeting, shared that the Store Managers' Budget Meeting was last week and that she will have a final budget and business plan to the board by June 20. She also encouraged Board Members to contact B.J. Birkel regarding the program Community Partners if they know of any local businesses willing to participate. The GM also announced the upcoming changes to the newsletter: the newsletter will be produced monthly vs. quarterly, encouraged Board Members to submit articles for publication, distributed a handout with the policies for submissions, reducing newsletter from 8 to 4 pages, still available via email and in the Store, lengthy articles will have an option within electronic format of a link to the articles in their entirety. The GM also reported that Board Member Carla McCullough, and Staff Members Sherri Clark and Michael Walter would be attending the 2011 CCMA Conference, that the Staff recently went through Business Watch training with the Lincoln Police Department, and that Open Harvest is now a sponsor of the Ross Theater.

6:09 p.m. The L1 Report (Customer Service and Value) was presented by the GM. Discussion included procedures for tornado warning and watch sirens. The GM reported on procedures for Staff and Customers in the event of tornado warning and watch, and the data submitted to NCGA, including end of quarter stats, and it's evaluation of overall annual reporting through the Common Cooperative Financial Statement (CoCoFist), where cooperatives nationally send in data and it is compiled as a tool and for networking amongst managers. No concerns expressed for L1.

6:22 p.m. Considering changing monthly BOD meeting: Chair raised the option of changing the monthly BOD meeting from Monday to Tuesday or Wednesday so as to no conflict with Store activities, requested the meeting to start later, and expressed the desire on behalf of another Board Member to change the venue. Discussion included the difficulty of finding a venue that was free of charge. Vicki Newman offered her business as an option that was free of charge. Roundtable occurred where Board Members, Staff and frequent Guest Members expressed what would and would not work for them. Chair announced that the upcoming July BOD meeting would not be changed from July 11th at 5:30 p.m. at the Irving Rec Center, and further discussion would be added to the July Agenda.

- 6:37 p.m.** Policy Committee Report: Ingrid Kirst reported on changes to G1 and G5, as approved in April 2011, and distributed those updates to Board Members, and announced that the Policy Committee met with the Finance Committee regarding living wage. Meeting protocol discussed.
- 6:40 p.m.** Finance Committee Report: Committee did not meet, but plan to meet again with the Policy Committee and with the GM regarding living wage and L4.
- 6:43 p.m.** Board Election Committee Report: Committee did not meet. Announced that an email was sent to the Committee Members to review over the summer. New Board Members were encouraged to join the Committee, since they just went through the process of an election.
- 6:45 p.m.** Board Retreat Committee Report: A draft of the Agenda was distributed to all Board Members present. A reception has been scheduled for June 24th, from 7:30 to 9:00 p.m. at Carla McCullough's home for Board Members to meet Marilyn Scholl, the consultant with CBLD.
- 6:48 p.m.** Board Membership Eligibility Committee Report: Committee has decided to delay report until after The Board Retreat and Hank Van den Berg, Chair, will be gone in July, so the Committee will report in August.
- 6:50 p.m.** Board Budget Committee Report: Committee did not meet, but should have a report for the July BOD meeting after GM has submitted her Budget Report.
- 6:53 p.m.** GM Review Committee Report: Committee will meet in June, review survey, and report at July BOD meeting.
- 6:55 p.m.** Guest member Comments: No Comments.
- 6:57 p.m.** Board announced that the Store is participating in a local softball league, encouraged Board Members, Staff and Guest Members to participate either on the team or to attend the games to cheer on The Cooperators.
- 7:00 p.m.** Adjourn

Respectfully Submitted,
Mary Rachael

Next Meeting: July 11, 2011, from 5:30 to 7:30 p.m. at the Irving Rec Center. July meeting Agenda items will include: Monthly GM Report, monitor L5 (Budgeting/Financial Planning), revise L1 and ENDS as needed, and Committee Reports. Additional Agenda items are requested two weeks prior to meeting. Guest Members may request time during Reserved Member Comments for comments relating to a specific Agenda item for that meeting by contacting the Board Chair, Carla McCullough at harvest@openharvest.coop.