

HPC Board Meeting Minutes

Monday, April 30th,

6:00 pm, Hampden Park Coop meeting space

Present: Kate Gray, President; Martha Hotchkiss, Vice President; Lucia Cowles, Treasurer; Lynn Englund, Secretary; Dylan MacWilliams, Staff Representative; Rachel Fang; Sarah McRoberts; Ablavi Epou; Mark Chapin; Matt Hass; Interim General Manager.

Item and timeline	Principal Presenter	Relevant materials	Action
6:00 Check-in, Announcements and Adjustments to Agenda	All		Eighty degree day! Spring is here.
Members Comment	Members		No members present.
Approve March Minutes	Kate	March BOD meeting Minutes	Motion: To approve minutes as presented. Moved: Martha Second: Sarah Motion carried by voice vote.
GM Report	Matt		Narrative report: Sales: Fresh Thyme opened 4/11, then snow storm. Sales have been strong in April — \$53,000 first week, week 2 about \$48K, week 3 about 50K. Two contract workers brought on — wellness and body care, and deli manager. New staff hire in storekeeping and cashiering. Seeking deli lead. Information given on purchasing a sterilizer for the kitchen to increase dishwashing efficiency.

			<p>Staff concern about Sirius XM lack of choice of music and music diversity, missing emergency alerts on radio stations.</p> <p>Quarterly report numbers look good.</p> <p>Customer report of concern with food quality last week.</p> <p>Motion: to direct the interim GM to seek 2 quotes for purchase and installation of a commercial sterilizer. Moved: Martha Second: Rachel Abstained: Kate Motion carried by voice vote</p>
Finance Committee	Lucia		No report.
Policy Monitoring	Kate & Lynn	<p>C1 Governing Style (p15) HPC Policy Manual Board Reporting Calendar FY2018</p>	<p>Board read and reviewed policy C1 - Governing Style. Comments: Board is working well as a team because of structure and understanding of roles. Important policy for bringing in a new GM. Member engagement, informing members would be aligned with policy. Mayfest is an opportunity for engagement. Democracy is a value that could be attended to and actualized in new ways..</p>
Search Committee + <i>CLOSED SESSION</i>	Lucia	<p>Hiring update, GM Employment Agreement (relevant documents will be linked at meeting)</p> <p><i>Closed session</i> (Matt and Dylan step out): GM compensation package</p>	<p>Lucia reported that the board offered the GM position to finalist Chuck Parsons who accepted and is scheduled to start May 7. Introductions and onboarding process, year-end goals, and reporting requirements need to be developed.</p> <p>Motion to move into closed session Moved: Ablavi Second: Sarah Motion carried.</p>

			Closed session was called to order at 7:25 PM and ended 7:40 PM.
Old Business/New Business	Kate Kate	Newsletter, Mayfest, May Calendar Pride Parade 6/24/18	<p>Newsletter topics were discussed. Mayfest signup sheet was reviewed. Requests for doorknockers were made.</p> <p>May 21 board meeting is one week early. Kate will be out of town. Finance committee meeting will be delayed. B1 and B4 in June, B5 and B6 in July. No policy reporting in May.</p> <p>Motion: to alter the board reporting calendar for GM monitoring to shift June's B5 to July and shift B1 financial report and B4 from May to June. Moved: Kate Second: Dylan Motion carried.</p> <p>Pride Parade is limited to 10 participants. Board invited to march.</p>
Steering Committee	Sarah	Committee Update	No report.
Meeting Adjourns			Adjourned 8:07 PM

Recorded by Lynn Englund, Secretary.

Relevant Links:

[HPC Bylaws](#)

[Policy Manual](#)

[Reporting Calendar FY 18/19](#)

