

HPC Board Meeting Minutes
Monday, June 25th,
6:00-8:00pm (8:30pm if needed)
Hampden Park Coop meeting space

Present: Martha Hotchkiss, Vice President; Luca Cowles, Treasurer; Dylan MacWilliams, Staff Representative; Sarah McRoberts; Chuck Parsons; General Manager; Ayanna James-Lu'Becke, Administrative Assistant
Absent: Rachel Fang; Mark Chapi; Ablavi Epou

Item and timeline	Principal Presenter	Relevant materials	Action
6:00 Check-in, announcements and adjustments to agenda (5 min)	All		
6:05 Members comment (15 min)	Members	Welcome Deb Ahlborg: Food Shelf Donations	<p>Deb would like to transfer the responsibility of the food shelf as she takes some personal time off. She would like the need for help placed in the newsletter.</p> <p>The newsletter should outline that the rules associated with the food shelf ie. no old food. Discussed the possibility of reintroducing discounts to donate.</p>
6:20 Consent agenda (5 min)	Kate	May BOD meeting Minutes	<p>Motion: To approve May meeting minutes. Moved: Kate Second: Martha Motion carried by voice vote</p>
6:25 Vacant board position (5 min)	Kate	Bylaws (page 6)	<p>Vacant Board Position</p> <p>Martha resigning as a member of the board.</p>

			<p>Motion: To accept the resignation of Martha as a member of the board Moved: Dylan Second: Sarah Motion carried by voice vote</p> <p>The bylaws state that the board seat can remain vacant until October.</p> <p>Note Term: Additional year from the annual meeting/ vote in someone for the remaining year seat. *Postpone filling the vacancy until the October Annual Meeting 2019</p>
6:30 Board Policy Monitoring (10 min)	Kate & Lynn	<p>Approve the reporting calendar for FY2019 HPC Policy Manual C3 Board Committee Principles (page 17)</p> <p>Board Reporting Calendar FY2018 Board Reporting Calendar FY2019</p>	<p>The board needs to approve the reporting calendar for the 2019 fiscal year.</p> <p>Delegate the newsletter writing to the membership committee.</p> <p>Correct the board reporting documents</p> <p>Motion: Accept the Board Reporting Calendar for FY2019. Moved: Kate Second: Dylan Motion carried by voice vote</p> <p>C3- Agenda Planning Follow annual agenda- Multi year work plan but must provide direction for a multiyear budget.</p>
6:40 GM Report (30 min)	Chuck	<p>Manager's Report: B1 Q3 and May Financials</p>	<p>B1 Report</p> <p>Store sales are stable and increasing.</p>

			<p>Motion: To accept the B1 report. Moved: Luca Second: Lynn Motion carried by voice vote</p> <ol style="list-style-type: none"> 1. Store freezer (2) from the 1970's needs to be replaced. 2. Store refiguration: strategic placement, flow of store, Invite NGC in to consult 3. Cleaning company to deep clean the store 4. Bid on parking lot for resurfacing and repairing 5. Focus on catering and dinner menu to improve sales 6. Popcorn give away in store on Saturday 7. Fire inspector: stairs in the back of the coop needs to be replaced. Board vote via email.
7:10 Finance Committee (15 min)	Luca	Finance Committee Meeting Notes HAM_Proforma and 3 Year Projection	<p>Motion: Board moves to approve a multiyear budget 2019 to work in conjunction as a multi and single year plan projection. Moved: Luca Second: Dylan Motion carried by voice vote</p>
7:25 Committees (10 min)	Kate	Committee Membership List Meetings, Charters, Chair for Membership	Membership and personnel committees in need of charter.
7:35 Membership Engagement/Board Recruitment (10 min)	Kate	Discussion for Membership Committee Sign Up	<p>Popcorn Saturday's begin the recruitment for the board email group sign up.</p> <p>Board seats to be filled.</p>

			Martha Dylan Lynn Luca Board participation in the 4th of July Parade
7:45 Steering Committee <u>closed session</u> (15 min)	Sarah	Updates	
8:00-8:30 Board meeting adjourns			

Relevant Links:

[HPC Bylaws](#)

[Policy Manual](#)

[Reporting Calendar FY 18/19](#)