

**HPC Board Meeting Agenda**  
Monday, August 6th,  
6:00-8:00pm (8:30pm if needed)  
Hampden Park Coop meeting space

**Present: Kate Gray, President; Luca Cowles, Treasurer; Dylan MacWilliams, Staff Representative; Sarah McRoberts; Chuck Parsons; General Manager; Ayanna James-Lu'Becke, Rachel Fang; Mark Chapin; Ablavi Epou; Lynn Englund, Secretary**

Item and Timeline	Presenter	Relevant Materials	Action Needed
6:00 Check-in, announcements and adjustments to agenda (5 min)	All		
6:05 Members comment (5 min)	Members		
6:10 Consent agenda (5 min)	Kate	<a href="#">June BOD meeting Minutes</a>	Motion: To approve May meeting minutes. Moved: Dylan Second: Lynn Motion carried by voice vote
6:15 Vacant board position (5 min)	Kate	<a href="#">Bylaws</a> (page 6)	Board votes to Nominate Yaya to fill Martha's vacant board position. Nominated by: Mark Second: Dylan Motion carried by voice vote
6:25 Board Policy Monitoring	Kate & Lynn	<a href="#">HPC Policy Manual</a>	Discussion: What does each policy mean? How are we doing?

(10 min)		D3 Delegating to the GM (page 28) <a href="#">Board Reporting Calendar FY2019</a>	<p>The board discussed D3 in the policy manual that designates authority to the GM to enforce the policies, practice and plans with reasonable expectation.</p> <p>GM will refer to the Ends policy and the Executive Limitations policy aka the “B policies”</p> <ul style="list-style-type: none"> <li>Any and all changes to the policies only apply going forward.</li> </ul>
6:35 GM Report (30 min)	Chuck	Manager’s Report: B6	<p>GM’s report</p> <p>Is in compliance with the B6 Policy</p> <ul style="list-style-type: none"> <li>No unfair, unsafe and/or unclear treatment of employee</li> <li>Introduce surveys to get staff input and implement changes at HPC as well as to address underlying issues</li> <li>Introduce incident reports</li> <li>Bring in 3rd party to address grievances (the board or the personnel committee)</li> </ul> <p>Create a Personnel Policy Manual</p> <ul style="list-style-type: none"> <li>Received upon hire</li> <li>Utilize current manual on file</li> <li>Signed acknowledgement of manual</li> <li>On hand copies</li> </ul> <p>Employee Management</p> <ul style="list-style-type: none"> <li>Would like to see a process to deal with unethical/illegal behavior via 3rd party</li> <li>Keeping employee files</li> <li>ADT- Tracking PTO</li> </ul> <p>Training Manual</p> <ul style="list-style-type: none"> <li>Ongoing management training through the</li> </ul>

			<p>NCG website</p> <p>Compensation Benefits</p> <ul style="list-style-type: none"> <li>• Evaluating Health Care costs</li> <li>• Compensation should be comparable to small business and is not</li> <li>• 6% raise minimum</li> <li>• Attempting to address- need more time for a follow up answer</li> </ul> <p>Motion: B6 Compliance in all areas except for employee benefits as current resources do not exist  Moted: Lynn  Second: Rachel  Motion carried by voice vote</p>
7:05 Finance Committee (15 min)	Luca	<a href="#">Finance Committee Meeting Notes</a>	<p>Discussion</p> <ul style="list-style-type: none"> <li>• Improving store inventory and value</li> <li>• Live autotime punch in/out</li> <li>• Parking lot issues-gravel as temp replacement to resurfacing</li> <li>• Dishwasher</li> <li>• Proposed vote to approve purchase of new freezers if acquire bid (Did not vote)</li> <li>• Option to lease freezer w/ monthly note from Sunrise Bank interest 5.2%</li> <li>• Would wait 3 weeks before decision</li> <li>• Working to get vendors or 21 days</li> </ul>
7:20 Committees (25 min)	Sarah Lynn Rachel	<a href="#">Committee Membership List</a> Meetings, Charters, Strategic Plan <b>Annual Meeting Plan</b> <a href="#">Draft Personnel Committee Charter</a> <a href="#">Draft GM Report Compliance Table</a>	<ul style="list-style-type: none"> <li>• Personnel Committee to act as the GM Board support</li> <li>• Membership Committee to collab with Christine and Brianna for the Annual Meeting</li> </ul>

7:45 Board Recruitment Update <i>(10 min)</i>	Kate		Discussion <ul style="list-style-type: none"><li>● Popcorn Saturdays</li><li>● Utilizing Membership Contact List</li></ul>
8:00-8:30 Board meeting adjourns			

Relevant Links:

[HPC Bylaws](#)

[Policy Manual](#)

[Reporting Calendar FY2019](#)