

Hampden Park Co-op
Meeting Minutes
September 17, 2018

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

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	August BOD meeting Minutes	Motion: To approve August meeting minutes. Moved: Kate Second: Luca Motion carried by voice vote
6:15 Board Policy Monitoring (10 min)	Kate & Lynn	HPC Policy Manual D4 Monitoring GM Performance (page 29) October repeat? Board Reporting Calendar FY2019	Discussion: Will the board give Chuck a review in October? Board agrees no review will be given to Chuck Parsons. Board will evaluate his performance as GM in a date to be determined in the future. As a result the board calendar will be

			<p>edited to reflect this change.</p> <p>Motion to approve revisions for the 2019 reporting calendar.</p> <p>Moved: Sarah Second: Lynn Motion carried by voice vote</p>
<p>6:25 GM Report (30 min)</p>	<p>Chuck</p>	<p>Manager's Report: A1 Ends (page 3) B1 Financial Conditions (page 5)</p>	<p>Concerning Financial Conditions</p> <ul style="list-style-type: none"> ● HPC no debt except bank loans ● GM evaluating HPC debt and liability to gain insight on the debt to equity ratio ● Implementing ADP to track clocking in and out as well as PTO ● GM to take HR class w/ NGC to get more staff to have a better focus on the business ● GM floor store plan, to add 10 racks of dry goods, and add new freezers ● Bank covers \$56,000: 40K installation and equipment. \$4,100 floor removal, \$2000.00 month bill remaining ● Timeline for store new layout Jan 1st ● Research and Development- Rotisserie Chicken recipes <p>Motion to accept Global Ends report, Gm and A1 report.</p> <p>Moved: Rachel Second: Kate</p>

			Abstaining: Dylan Motion carried by voice vote
6:55 Finance Committee (10 min)	Luca	Finance Committee Meeting Notes	
7:10 New Business (15 min)	Kate	Annual Meeting Overview/Plan October Meeting - Fiscal Conditions? Newsletter	Annual Meeting set for October 28th, 2018 from 6-8pm
7:25 Old Business (15 min)	Sarah Kate	Board Information Structures Doc Board Engagement for Fall Board Engagement Calendar	Yes - Vote on Information Structure
7:40 Board meeting adjourns			
7:45 LLC Meeting (15 min)	Kate		<ul style="list-style-type: none"> • Lawyer drafted letters to upstairs tenants about changes in leases. Should anticipate a 2-3% increase for current tenants and a letter to one tenant with no pays on file. • Looking to locate the leases and keys for upstairs units. • Increasing security and preventative measures by adding lights on the corners of the building. As well as, security stickers and film glass to the windows • Challenging the cities for boarding up the window and the extra damage incurred. • Back steps of the building- ok for now

Relevant Links:

[HPC Bylaws](#)

[Policy Manual](#)

[Reporting Calendar FY2019](#)

[General Manager Report Compliance Table](#) (added by Lynn so that the next person can easily take over this function)