

Hampden Park Co-op
Meeting Minutes
November 26th, 2018

Present: Kate Gray, President; Colin Russell, Vice President; Sarah McRoberts, Treasurer, Cina Kozel, Staff Representative;
Rachel Fang; Ablavi Epou; Mark Chapin; Ayanna James-Lu'Becke, Secretary;
Chuck Parsons, General Manager; Sarah McRoberts; Amanda Peterson;

Item and Timeline	Presenter	Relevant Materials	Action Needed
6:00 Check-in, Announcements and Adjustments to Agenda, Introductions (15 min)	All	Welcome to the 2018-2019 HPC Board!	
6:15 Members Comment (5 min)	Members		
6:20 Prior Meeting Minutes (5 min)	Secretary	October BOD meeting Minutes	Motion: To approve October meeting minutes. Moved: Mark Second: Ablavi Motion carried with voice vote
6:25 Board Policy Monitoring (15 min)	Kate	HPC Policy Manual C5: Directors' Code of Conduct (pg 19) C6: Officers' Roles (pg 21) Board Reporting Calendar FY2019 Sign Agreement/Disclosure Form	

<p>6:40 GM Report (30 min)</p>	<p>Chuck</p>	<p><u>Manager's Report:</u> B Global Executive Constraint (pg 4) B1 Financial Conditions (pg 5)</p>	<ul style="list-style-type: none"> • Compliance in all areas except 1.2 policy <ul style="list-style-type: none"> - Result of a newly hired deli manager and GM -Hired a crew for the deli • Below income profit loss standard • Below the medium labor for NCG coops • Anticipates 3% growth • EBIDAP <ul style="list-style-type: none"> -Raw Earnings is above average for small/medium store -Negative EBIDAP: Labor supplies, tax and mortgage • Net Income down 7.5 • 5% annual member growth- 89 New members • Cash on hand 30 days <ul style="list-style-type: none"> -Can expect to decrease as money is reinvesting in the business <p>Motion: To accept B1 Q1 report noting GM actions taken to personnel expense moving forward.</p> <p>Moved: Sarah Second: Rachel</p>
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			Motion carried with voice vote
7:10 Finance Committee (0 min)	Treasurer	Update	NA
7:10 New Business (30 min)	Kate	<p>Voting in of Officers: VP, Secretary, Treasurer</p> <p>Committees</p> <ul style="list-style-type: none"> • Charters • Roles and Expectations <p>CBLD Training/Workshop - Sat. Jan. 12th</p> <p>Board Retreat</p>	<p>New Business Officers</p> <p>VP: Colin Russel Secretary: Ayanna James-Lu'Becke Treasurer: Sarah McRoberts</p> <p>Motion: To approve nominees for officer positions.</p> <p>Moved: Mark Second: Ablavi Motion carried with voice vote</p>
7:40 Old Business (10 min)	Sarah	<p>Board Information Structures Update</p> <ul style="list-style-type: none"> • Anything from committees that should be considered legacy info? • Does everyone have access to what they expect? (currently no access to previous years) • Next steps: generate legacy Treasurer and Secretary emails, make sure ownerships are realigned 	<ul style="list-style-type: none"> • Tenant leases and rent payments <ul style="list-style-type: none"> -6% increase beginning of the year -Sit down meetings with tenants for formal introductions and to address needs • Possible building tour for the board before the start of the meeting.

7:50 Board Meeting Adjourns	Kate		
7:50 LLC Meeting (10 <i>min</i>)	Kate		
8:00 LLC Meeting Adjourns	Kate		

Relevant Links:

[Policy Manual](#)

[Bylaws](#)

[Reporting Calendar FY2019](#)

[General Manager Report Compliance Table](#)

Relevant Websites:

HPC Website: <http://www.hampdenparkcoop.com/>

National Co-op Grocers: <https://www.ncg.coop/>

Cooperative Grocer Network: <https://www.grocer.coop/>

CDS Consulting Co-op: <https://www.cdsconsulting.coop/>