

Hampden Park Co-op
Meeting Minutes

January 28th, 2019

Present: Kate Gray, 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; **Absent:** Colin Russell, Vice President;

Item and Timeline	Presenter	Relevant Materials	Action Needed
6:00 Check-in, Announcements and Adjustments to Agenda	All		
6:05 Members Comment	Members		
6:11 Prior Meeting Minutes	Yaya	November BOD meeting minutes	<p>Motion: To approve November meeting minutes.</p> <p>Moved: Rachel Second: Kate Motion carried with voice vote</p>
6:12 Board Policy Monitoring	Kate	<p>HPC Policy Manual</p> <p>C7: Board Committee Principles (pg 22) C8: Governance Investment (pg 23) D: Global Board-Management Connection (pg 25)</p> <p>Board Reporting Calendar FY2019</p>	<p>Discussion: What does each policy mean? How are we doing?</p> <p>C8: Establishing the Board Budget</p> <ul style="list-style-type: none"> ● Create a calendar of Board Events "Projected Budget" ● Addresses recurring costs for education, supplies, training and retreat.

6:40 GM Report	Chuck	<p>Manager's Report: B8: Board Logistical Support (pg 12) Store reset update</p>	<p>B8: Does the board need admin help to organize their information?</p> <ul style="list-style-type: none"> • Board is in compliance • Add a secretary and treasurer email <p>Motion: To vote via email</p> <p>Reset Update</p> <ul style="list-style-type: none"> • Money and equipment- approved and ordered • 1 month out end of February/1st week of March • Must coordinate Tradesmen to make plans work • Remerchandising: 1 week turn around • Freezers to be down for 48 hours- 1 day to install and 1 day to ensure proper function <p>Costs</p> <ul style="list-style-type: none"> • New Credit Card transactions company- Saving \$1800.00 • Buying washer and dryer to save on outsourced laundry costs, Currently paying \$2000.00/ mo • Cutting these costs to get to the goal of healthcare
7:17 Finance Committee	Sarah	<p>Meeting update: Exciting new batch of committee members Not skipping next month's finance committee meeting</p> <p>B1 Report - reschedule</p>	<p>Finance Committee</p> <ul style="list-style-type: none"> • Exploring the idea of a quarterly meeting with digital updates monthly <p>Motion: To move B1 Q1 and B1 Q2 report due in February at Finance committee and reviewed at Feb Board Meeting. (Since 1/28 B1 Q1 report was reported at November board meeting)</p> <p>Motion: To approve Finance Committee report</p>

			Moved: Kate Second: Cina Motion carried with voice vote
7:25 New Business	Yaya Kate	2019 Pride Parade Spring Newsletter - "Green" Co-op Cafe 3/9/19 at 8:30am-4:00pm	<ul style="list-style-type: none"> ● A new article for Feb 10th "Going Green" ● Board Retreat Tentative dates <ul style="list-style-type: none"> ○ 3/2, 3/23 and 4/6 ● Will discuss the Board Budget at Feb Board meeting ● Interest in Participating in Pride Parade? -No ● Interest in Co-op Cafe: Board training event- TBD by individual board members
7:35 Old Business	All Collin Kate	CBLD Training/Workshop share back Board retreat update Committees <ul style="list-style-type: none"> ● Charters ● Meeting Schedule 	
7:50 Board Meeting Adjourns	Kate		
7:50 LLC Meeting	Kate		LCC meeting: Any new business?- None
8:10 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/>