

Hampden Park Co-op
Meeting Minutes

February 25th, 2019

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

Absent: Rachel Fang

Item and Timeline	Presenter	Relevant Materials	Action Needed
6:00 Check-in, Announcements and Adjustments to Agenda (5 min)	All		
6:01 Members Comment (5 min)	Members		
6:02 Prior Meeting Minutes (5 min)	Yaya	January BOD meeting minutes	Motion: To approve January meeting minutes. Moved: Mark Second: Collin Motion carried with voice vote
6:04 Board Policy Monitoring (15 min)	Kate	HPC Policy Manual C9: Trusteeship (pg 24) D1: Unity of Control (pg 26) Board Reporting Calendar FY2019	
6:17 GM Report (40 min)	Chuck	Manager's Report: B1 Q2 Report B9: Emergency GM Succession (pg 13) Store reset update	B9: Emergency GM Succession <ul style="list-style-type: none"> ● Placed dates on calendar to keep Matt in compliance ● DGM to present one monitoring report ● DGM to receive training on GM board

			<p>functionality</p> <ul style="list-style-type: none"> ● Ongoing operations training and special projects <p>B1Q2 Report Why high Q2 net income?</p> <ul style="list-style-type: none"> ● Net income must be above 3%, compared to national average 0.5% ● Will consult with Amy to compare past B1's ● # of owners- 5% over the baseline of the annual active members ● % of the total to be reported quarterly <p>Motion: To accept B1 and B9 report</p> <p>Moved: Sarah Second: Colin Motion carried with voice vote</p> <p>Store Reset: Starting March 18th</p>
7:07 Finance Committee (5 min)	Sarah	Meeting update Charter Approval	<p>Sort out the confusion about monthly financial statement</p> <ul style="list-style-type: none"> ● To be reviewed at the end of the meeting ● Use quarterly guide to be determined ● Share policy manual- go over with financial committee ● Create self-regulation and structure <p>No Finance Board Meeting in March Look over docs and add comments via email</p>

			<p>Charter: Approve Financial Committee Charter for 2018-2019</p> <p>Moved: Kate Second: Amanda Motion carried with voice vote</p>
7:21 Personnel Committee (5 min)	Ablavi	Meeting update	Charter: TBD
7:21 Membership Committee (5 min)	Rachel	Meeting update	<p>Charter: TBD</p> <ul style="list-style-type: none"> • Possible costs membership costs
7:25 New Business (10 min)	Kate	<p>Reporting Calendar</p> <p>Board Budget</p>	<p>Motion: To re-approve amended Board Reporting Calendar.</p> <p>Moved: Colin Second: Sarah Motion carried with voice vote</p> <p>Motion: To approve Board Budget 2018-2019 year</p> <p>Moved: Kate Second: Ablavi Motion carried with voice vote</p>
7:30 Old Business (15 min)	<p>Kate</p> <p>Collin</p>	<p>Co-op Cafe Registration</p> <p>Who is attending?</p> <p>Yes, so far: Cina, Sarah, Kate</p> <p>Board retreat update</p>	Board Retreat: Langford Park using cooking kits
7:34 Board Meeting Adjourns	Kate		

7:35 LLC Meeting (10 min)	Kate		Renters: <ul style="list-style-type: none"> ● Losing one tenant in April- will attempt to market it as a foreman's office for build next door beginning in April. ● Will advertise the space but no long term lease. ● Repair to running toilets ● Artist behind on rent- if no response will call a lawyer
7:44 LLC Meeting Adjourns	Kate		

Relevant Links:

[Policy Manual](#)

[Bylaws](#)

[Reporting Calendar FY2019](#)

[Committee Membership](#)

[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/>