

Hampden Park Co-op

Meeting Minutes

April 29th, 2019

6-8pm

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

Item and Timeline	Presenter	Relevant Materials	Action Needed
6:17p Check-in, Announcements and Adjustments to Agenda (5 min)	All		
6:05 Members Comment (5 min)	Members		
6:18p Prior Meeting Minutes (5 min)	Yaya	March BOD meeting minutes	Motion: To approve April meeting minutes. Moved: Ablavi Second: Kate Motion carried with voice vote
6:18p Board Policy Monitoring (15 min)	Kate	HPC Policy Manual C1: Governing Style (pg 15) Board Reporting Calendar FY2019	
6:29p GM Report (40 min)	Chuck	Manager's Report: Store reset update B2: Planning and Budgeting (pg 6) B3: Asset Protection (pg 7)	B3 Report- Asset Protection <ul style="list-style-type: none">● Accounting/Assets● Several Bank accts & LLC Bank● All Cash accts in compliance● Insurance- Summary Liability coverage

			<ul style="list-style-type: none"> ● Security Premise Property- Shortages but no losses ● Intellectual property/theft/damage/unprotected loss- locked files, digital backups, sensitive information access restricted ● ADR- no trigger button- need installation ● PCI Compliance (Card and Chip readers)- Upgraded system to be in compliance with 3rd party software level of protection compliant with standard- protects from lawsuits ● Fire and Casualty Coverage <ul style="list-style-type: none"> ○ Follow up Q's- Q1: under the Coop or LLC, Q2: Is the equipment insured (by the bank) ● Edit B3- Asset Protection 1a GM LLC management <ul style="list-style-type: none"> ○ <u>No vote- B2 & B3 vote via email</u>
7:01p Finance Committee (5 min)	Sarah	Committee Updates	<ul style="list-style-type: none"> ● Does the finance committee need to meet in person? ● May meeting on the 20th ● Check the necessity of 2 policies <ul style="list-style-type: none"> ○ Need to meet monthly v. quarterly ○
7:08p Personnel Committee (5 min)	Ablavi	Committee Updates Charter Approval	<ul style="list-style-type: none"> ● Review on GM anniversary- Right and Fair ● Responsible for recruiting new board members <p>Motion: To approve the Personnel Committee charter. Moved: Kate Second: Sarah Motion carried with one voice.</p>
7:15p Membership Committee (5 min)	Rachel	Committee Updates Charter Approval	<ul style="list-style-type: none"> ● Reassessing the member fee <p>Motion: To approve the Membership Committee charter. Moved: Mark Second: Sarah</p>

			Motion carried with one voice.
7:25p New Business (30 min)	Kate Kate Sarah	Ends Statement Edit Mayfest - sign up for shifts Agenda sharing FY19 Calendar (Budget addition) FY20 Calendar Approval GM Review (Closed Session - Chuck and Cina leave)	<ul style="list-style-type: none"> Review the addition on B-Corp language - "Purpose with profit- to be researched and re-reviewed No vote, Online discussion- Mission, values, vision in one Research- B Corporations (Mark & Yaya) <p>Motion: To approve the FY19 calendar moving the B2 report to March- April Moved: Kate Second: Cina Motion carried with one voice.</p> <p>Motion: To approve the FY20 calendar Moved: Yaya Second: Cina Motion carried with one voice</p>
7:55 Old Business (5 min)	Kate		
8:00 Board Meeting Adjourns	Kate		
8:00 LLC Meeting (10 min)	Kate		<ul style="list-style-type: none"> The addition of upstairs leases Review if Fire and Casualty Coverage is under the

			LLC or the Coop <ul style="list-style-type: none"> • Review the need for parking lot pothole fills- f/u • Opportunity exploration of Solar Panels at HPC
8:10 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/>