

**Minutes of the  
Marquette Food Co-op Board of Directors  
September 17, 2019 Meeting**

**Start time:** Meeting was called to order by president Phil Britton at 6:07 p.m.

**Roll call:** M. Augustyn, P. Britton, H. Bush, K. Cantway, A. Cherrette, Z. Eppensteiner, R. Kochis, M. Linck, C. Noordyk.

**Absent:** None.

**Staff:** GM Matt Gougeon, E. Zimmerman, S. Monte, K. Eaton, M. Moe.

**Public:** None.

**II. Preliminaries:** It was noted that K. Cantway will be arriving late to the meeting.

(a) Approval of Agenda & Additions:

*Motion:* To approve agenda without changes (*motion by* M. Linck, *second* R. Kochis).

*Action:* *Motion passed unanimously.*

**III. Consent Agenda:** No changes were made.

(a) Approval of August Minutes without changes

(b) Electronic Communications

*Motion:* To approve consent agenda without changes (*motion by* C. Noordyk, *second* M. Augustyn).

*Action:* *Motion passed unanimously.*

**IV. Public Comment Period:** None.

**V. Board Education: OwnCloud** (P. Britton): P. Britton discussed the Board's online document storage and provided a web demonstration.

**VI. GM Monitoring**

(a) Store Report (M. Gougeon): GM reported that sales have been good and August was the second month in a row of record sales. Changes in marketing and promotion were discussed. GM reported that the MFC contracted with an NCG Produce Specialist for recommendations to improve the department. GM reported on accounting changes related to the loyalty program. Employee benefits were discussed. The GM noted that he will not be attending the NCG Fall Meeting this year. GM is planning a Strategic Planning Retreat in October.

(b) L2 – Staff Treatment (M. Gougeon):

(c) L3 – Compensation and Benefits (M. Gougeon):

Reports and supplementary documents for L2 and L3 were provided prior to the meeting. GM reported on the Employee Satisfaction Survey. Discussion was held about survey results. Employee turnover and trends in retail turnover were discussed. Benefits and retirement were discussed. Board discussed staff appreciation and ways to improve morale.

Board received the L2 and L3 reports prior to the meeting and came prepared to act.

*Interpretation Reasonable: Yes.*

*Adequate Data: Yes.*

*The reports were accepted as in compliance.*

## **VII. Outreach Reports**

(a) Outreach Report (S. Monte): Written report was provided prior to the meeting. Monte reported on October events, promotions, and surveys that will be happening in the store.

(b) UP Food Exchange Report (S. Monte): Monte reported on UPFE events. UPFE was awarded a grant from the Michigan Local Food Policy Network. Alex is working with the local food marketplace. Changes to standardize product quantities were discussed.

## **VIII. Second Public Comment Period: None.**

## **IX. Board Monitoring & Discussion**

### (a) Committee Reports:

(i) GM Evaluation (P. Britton, M. Linck, C. Noordyk, M. Augustyn): Met and began the GM evaluation process. Committee will be prepared to continue the process in October.

#### 1. Begin GM Evaluation Process

(ii) Finance Committee (R. Kochis, P. Britton, H. Bush, Z. Eppensteiner): Met prior to the meeting to review financials. Accounts payable, sales, and the loyalty program were discussed. The Committee discussed an inquiry from a preferred share owner who asked about the possibility of reinvesting their dividends. The Board raised questions and requested more information from the GM.

(iii) Communications Committee (C. Noordyk, M. Augustyn, A. Cherrette, K. Cantway): Met to discuss quarterly events. Ideas for events and showing appreciation for staff and customers were discussed. Committee will finalize its charter for next month.

(iv) Elections & Nominations (M. Linck, H. Bush, R. Kochis, Z. Eppensteiner): Met and discussed that there are three three-year terms open this year. K. Cantway, Z. Eppensteiner, and H. Bush will need to submit applications to run again. Committee made no changes to their charter.

(v) Board Education & Orientation (P. Britton, A. Cherrette, M. Augustyn, K. Cantway): Met and discussed having a store tour, farm tour, and tours of other co-ops. Charter was updated to include Co-op history in Orientation and educating the Board about owner needs and industry trends. Committee plans to meet with Great Lakes presidents. Draft schedule for the next six months was discussed.

(b) Board Budget Review: Board reviewed 2019 expenses. Finance Committee will present budget proposal next month.

(c) Board Work and Action Items: None.

## **X. Third Public Comment: None.**

## **XII. Closings**

### **(a) October Assignments:**

- i. Store Report (M. Gougeon)
- ii. Outreach Reports (S. Monte)
- iii. Co-op Month
- iv. Begin 3 Month Opening for Board Nominations
- v. Set Retreat Date
- vi. Board Budget Finalized
- vii. Board Monitoring 2<sup>nd</sup> Quarter
  1. G – Global Governance Commitment
  2. G1 – Governing Style
  3. G2 – Board Job Description
  4. G3 – Agenda Planning
- viii. Consent Agenda:
  1. Approval of September Minutes
  2. Electronic Communications
  3. L7 – Asset Protection (M. Gougeon)

**XII. Motion to adjourn at 8:02 p.m.** (*motion by C. Noordyk, second H. Bush*).

*Action: Motion passed unanimously.*

**Next Board Meeting: October 15, 2019 at 6:00 p.m.**

Emily Weddle  
Board Recorder