

BOARD STUDY MINUTES

La Montañita Food Co-op

Board of Directors Meeting – December 15, 2015

Board Study/Orientation – Board Resources and Basecamp

Facilitated by: Ariana Marchello, Board President, and Deborah Good, Administrative Assistant

Board Resources

- CGN – Cooperative Grocers Network
 - Formed because co-op general managers needed a place to share information and best practices
 - Contains libraries of documents for GMs as well as Board members
 - Hosts a compendium of industry financial statistics
 - La Montañita is a member, and board members and board research assistant are subscribed and have access to the resources available.
 - Individuals create their own password when they log in for the first time.
- NCG – National Cooperative Grocers
 - La Montañita is a member of the NCG Western Corridor
 - Produces an e-zine called *The Leader*. Board members are subscribed and will receive this by email.
- NCBA – National Cooperative Business Association
 - Cross-sector association of cooperatives (not just grocers)
 - International network
 - Cooperative advocates at level of U.S. federal government
 - Organizes an annual conference called CCMA – Consumer Cooperative Management Association. We usually send about eight people to CCMA every year, including the GM. This year it will be taking place in Amherst, MA. This is a very valuable and inspiring event to attend.
- CDS – Cooperative Development Services
 - Provides CBLD 101 – an introductory training on cooperatives
 - Organizes cooperative cafes
 - Consulting services – Art Sherwood is our consultant and will help facilitate the Board Retreat in March.
 - Produces the *Cooperative Grocer* magazine, which GM brings to Board meetings for distribution once a month. Most of the back issues are archived online.
- Immanuel Presbyterian Church
 - This is the location for the monthly Board meeting and often for committee meetings as well. Rooms are often available on short notice. The monthly Board meetings are scheduled a year in advance. Other meetings are scheduled, as needed, by Deborah, the Board's administrative assistant. Let her know if you need space reserved. The Board Vice President is the official liaison to the church.

- Whitney Warner is the attorney and assists with HR issues related to the Board's employment of the GM. Vice President is our liaison with Whitney. GM has a different attorney to advise on all other personnel issues.
- Peter Chestnut and David Chestnut – Helpful source of guidance for co-op Board as members of Finance Committee and long-time co-op members.
- Co-op staff support the Board in a variety of ways, including:
 - Sharret Rose – Human Resources
 - John Heckes – CFO (among many other things, assists with filing the gross receipts tax)
 - Robin Sydel – Membership (includes newsletter, elections, events and conferences)
- *Co-opera* is a monthly newsletter for staff; board writes a regular report on the Board meeting and other Board news
- Administrative assistant – Deborah Good, employee of the co-op, but receives direction from the Board.

Basecamp

- Basecamp is an online platform the Board uses for sharing and storing documents, discussing issues, and keeping track of tasks. In many cases, it supplants the need for long email conversations. Basecamp is a one-stop for all Board messages and materials.
- Section 7 of the Board Handbook provides an orientation to Basecamp. Deborah reviews this document and responds to questions.
 - Board members should make sure they know how to access three Basecamp projects in particular:
 1. Board Meeting – Board members are responsible to review all documents posted in this project before the Board meeting. All materials are posted one week before the meeting.
 2. Executive Session – Board members are responsible to review all documents posted in this project before any Executive Session.
 3. Board Handbook (current) - This project is where all sections of the Board Handbook are stored, including the Board Policy Manual, the annual Calendar, Board and Staff Rosters, and other helpful documents.
- The Help section of Basecamp also has helpful instructions and videos.
- Deborah is available to answer questions. Feel free to email or call her.
- Anyone who needs further assistance in using Basecamp should request a one-on-one training with Deborah.