

Fiddleheads Food Coop
Board of Directors Meeting
March 6, 2007
Isaac School

In Attendance: Kristin DeMuzzio, Janelle Leroux, Amy Sarcia, Allen Longendyke, Colleen O'Reilly, Richard Krasner, Liz Aldred, Jody Noe, and Michele Millham.

- Meeting called to order at 7:15PM, Kristin facilitating.
- Meeting minutes from 2/20/07 were approved.
- Recognition
 - Janelle acknowledges the extensive work Michele has been doing with the Member Loan Committee.
- **General Manager Report**
 - Richard will send a formal report via email prior to the Board meeting for the board to review.
 - Richard has relocated from Boston. Richard is looking for volunteers to unpack his pod when it arrives the end of March. **If you are able to help please contact Richard directly. rkrasner@fiddleheadsfood.coop**
 - Richard's new landlord gave him a discount on the rent to support Fiddleheads, approximately \$2,000 a year. **Sara please send a thank you note to them. Richard please send Sara your landlords mailing address.**
 - Richard spoke with PJ. We have received preliminary layouts. **Amy will send to the board via email along with the criteria list.** Richard is the design coordinator and will communicate with PJ. Review the layouts for traffic flow and shape only. Do not review for fine details.
 - The Budget cannot be finalized until the preliminary layouts are fine tuned and Fiddleheads decides how the entrance will be set up.
 - Richard spoke with Rebecca Dunn at Coop Fund of New England, brought up to speed on interaction with Fiddleheads.
 - Richard spoke with Steward Reed from Coop 500, brought up to speed on interaction with Fiddleheads.
 - Richard spoke with Alice from Willimantic but has not met her yet.
 - Richard met with Annie to go over Fiddleheads Financials.
 - Richard spoke with CDS. Richard recommends we hire CDS (Bill Gesner and Marylyn Scholl) to help establish boundaries for the GM and the Board. Bill helps start up coops with financing.
 - Amy recommends speaking with Marylyn. Marylyn will not charge us for the initial discussion. If we hire Marylyn she will help us develop policy governance. We need to learn from their experience with other situations like ours.
 - Amy recommends we find a way to utilize Bill Gesner, he has a lot to offer us. He worked very closely with the Chatham Co-op opening last spring.
 - Colleen requested explanation of timeline and costs. The response is Fiddleheads determines what is needed and what we can afford.
 - Committee Involvement – for Richard to work efficiently he needs to be the “conductor” of all committees. He has already met with almost all committees

(except Member Loans, Fundraising and Membership). Richard will be involved in all committees but will have more involvement in committees that function as operational items. **The executive committee is working on the final details.**

- Richard recommends we hold a public section of our board meetings. All board meetings are established as public right now but it should be established so there is a time for public comment, then take a break, start the board meeting with the GM and Founder and then if necessary the last part would be the closed board meeting.
- Richards tasks for the next bit of time are as follows.... Determine Authority, Gather information from other coops and develop a logical timeline.

▪ **Presidents Report**

- Amy spoke with Alice from Willimantic about her interaction with the board. Alice sent us a policy that was used while they built their new store. **Amy will forward to the board for our review.** The board needs to review & discuss prior to the next meeting and be ready to approve.
 - Richard stated this is important because he feels he has been employed with very little direction. He needs direction as well as authority to move forward on the tasks on his to-do list.
 - The executive committee has been working on outlining the details for Richard. The exec is reaching out to other co-ops to hear what restrictions and allowances they have used so we can determine what is ideal for us. If anyone is interested in supporting the exec committee please email Janelle.
- February rent was paid on 2/28. Along with the check Amy sent a letter detailing our concerns. Fiddleheads and Charlie need to operate on good faith but also need to discuss rodent issues, leaks in the roof, front window and the floor abatement issue. Fiddleheads requested Charlie honor the lease and discuss the abatement. March rent will not be paid until we have resolution on some issues. Ellen Brown has been supporting us with this issue.
- There was a draw down on the Coop 500 money to use as down payment to company doing our abatement, \$7,000.
- Fiddleheads has paid about \$20,000 in bills in the past few weeks.
- Paul McMasters will work with the Site Committee as Project Manager. He has experience with nonprofits in downtown and has facilitated material donations from many sources.
- Bookkeeper is needed. Send any recommendations to Richard. The bookkeeper needs to be in place within the week.

▪ **Member Loan Committee**

- Committee members are contacting 75 first tier members by 3/9. So far the committee has heard lots of no's. They are all-supportive and wish they could help but are unable to at this time. If you are able to make phone calls please contact Michele.

▪ **Public Relations Ad Hoc Committee**

- Richard recommends a PR ad hoc committee is put together. Kristin has offered to chair this committee.

- Bruce McDonald is willing to work with the committee.
 - There is concern with the restructuring of committee's. With the current volunteers we have it will be difficult to start a new committee. Volunteers are currently on 2+ committees helping us as much as possible.
- **Board Governance**
 - Our governance and policy are set up for operation. We need to revise and adopt now so Richard can work properly. Need 3 board members for an Ad Hoc committee to set boundaries and goals and be available for immediate contact if Richard needs support.
 - Exec committee has initiated this detail.
 - Allen, Amy and Kristin will be a part of this group. The group will review Willimantic document Amy forwarded.
- **Site Committee**
 - Helping Richard with his relocation.
 - Discussing process to keep on track. Have gained 5 – 6 new volunteers. Will be holding site orientation for new volunteers and any board members who haven't visited the site in awhile. Friday 1pm & 4pm, Saturday 10am & 12noon and Sunday 2pm & 4pm.
- **New Board Members**
 - A committee needs to be formed to recruit new board members for 2007 – 2008.
 - Auxiliary Board members are needed now. Amy is working on description. A list of people to approach is created. If you have additional names please contact Janelle.
- **Next Meeting we will discuss**
 - POS System
 - Financial Report
 - Fundraising Committee
- Jody will facilitate. The meeting will be at Isaac School