

FIDDLEHEADS BOARD PACKET
November 2013

FIDDLEHEADS BOARD OF DIRECTORS MEETING November 19, 2013 6:30-8:30 PM
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Time	Topic	Board Action/ Outcome	Leader
6:30- 6:40	Meeting Preamble <i>Each of us is a member of the coop community and has been elected to be leaders in serving our members. May we conduct this meeting by empowering each other, treating each other with kindness, and maintaining an atmosphere of mutual respect.</i> Check-in		President
6:40- 6:45	Agenda Review	Make any needed adjustments	President
6:45— 6:55	Member Comments		President
6:55- 7:00	Minutes September and October, 2013 (board packet)	Accept minutes	President
7:00- 7:05	Consent Items—Any item can be removed for discussion at the request of a board member <ul style="list-style-type: none"> • GM Monitoring Report B6 Staff Treatment (board packet) • Quarterly Financial Report 	Accept reports	President
7:05- 7:20	Consent Agenda Items needing discussion	Accept after discussion	President
7:20- 7:45	Action Items <ul style="list-style-type: none"> • Board Monitoring Proposal (board packet) <i>Proposal on how to monitor board policies</i> • CBLD Program Contract (board packet) <ul style="list-style-type: none"> ○ <i>Are we open to ongoing support?</i> ○ <i>What design would allow us in the coming year to do our work more effectively?</i> • Policy Register A: Ends 	Approve proposal Approve contract Approve Ends	Mark Roberts Sue Phillips/Mona Harmon Bowman President
7:45- 8:15	Board Discussion—These items are for discussion; no action at this meeting <ul style="list-style-type: none"> • Conference Schedule for 2014 <i>Ideas about conferences for 2014</i> • Notice of Board Meeting <i>How and When?</i> • Board Email Accounts <i>Poll members about interest in separate “work” email</i> 	Take action at next meeting as needed	
8:15- 8:30	Closings <ul style="list-style-type: none"> • December draft agenda (Board Packet) • Meeting Checklist <ul style="list-style-type: none"> ○ Everyone was present physically and attentively ○ No sidebar conversations ○ Maintain topic focus ○ Everyone had a voice and was heard ○ Be honest but not brutal ○ Don’t monopolize ○ Clarify the purpose of each agenda item to begin ○ Signal if you feel personally attacked, disrespected, or put down 	Review Evaluate meeting process: what worked and what needs improvement	President President

	<ul style="list-style-type: none">• Review Decisions, Tasks, Assignments• Adjourn Meeting		
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BOARD PACKET:

- 1) Draft September and October Minutes
- 2) GM Update Report
- 3) General Manager Monitoring Report
- 4) Board Monitoring Proposal
- 5) CBLD Call Summary and Program Contract
- 6) Policy Register A: Ends
- 7) December Draft Agenda

September Meeting Minutes

I. CALL TO ORDER

Mark Roberts called to order the regular meeting of the Fiddleheads Board of Directors at 6:30 pm on September 17, 2013 at 105 Huntington Street, New London, CT.

II. ATTENDANCE

The following Board members were present:

Mark Roberts, Vice President
Ed Demuzzio, Treasurer
Lee Boltz
Mona Harmon-Bowman
Sue Phillips
Ellen Clinesmith
Jamie Lee, Secretary
Suzanne Cattnach, arrived at 6:37pm

The following Board members were absent:

Susan Zimmerman, President
Carolyn Wilson

The following addition persons were present:

Richard Virgin, General Manager
Alyssa Skaves, Recording Secretary
Ellen Anthony, arrived at 7:33pm

III. AGENDA REVIEW

2 additional item added to the agenda:

- ^ a discussion of the GM monitoring portfolio distributed by Board Chair.
- ^ a review during the closing comparing etiquette and focus during the meeting to outlined parameters set before meeting. (everyone be present physically and attentively, no sidebar conversations, maintain topic focus, everyone have a voice and should be heard, be honest but not brutal, don't monopolize, clarify the purpose of each agenda item to begin, signal if you feel personally attacked, disrespected, or put down)

Removing minutes from the agenda until October.

IV. MEMBER COMMENTS (By board policy limited to 2 minutes per speaker.)

No members present.

V. Approval of General Manager's Monthly Update Report

Summary: Report is attached. No questions for GM at this time.

VI. BOARD REPORTS

A. NFCA Fall Gathering

Motion: Motion to accept General Manager's Definition with stated changes.

Movant: Sue Phillips

Second: Lee Boltz

Those in favor: 8
Those opposed: 0
Those abstaining: 0

C. CDS Consulting Contract

Summary: There was a discussion of the necessity of future consulting services with CDS. Pros and Cons were raised from all sides. Ultimately the Board decided a consulting presence would be desirable for the future development of end statements or with evaluating the Boards progress with Policy Governance. The conferences were also seen as an affordable opportunity for networking and Board member training.

Action Items/Person(s) Responsible:

The Board will decide post retreat what future consulting needs will be in order to negotiate an appropriate contract. The Board would like to see an a la carte menu of services from which to compare or negotiate. This topic will be revisited at the November meeting.

Movant: Mona Harmon-Bowman moved to table.

Second: Jamie Lee

Status of Motion: Tabled

Those in favor: 8
Those opposed: 0
Those abstaining: 0

D. GM Monitoring

The General Manager has both submitted a report on his role and responsibilities in terms of the Policy Governance manual and in doing so created a format which will be used for future monitoring reports. First the Board accepts this report as a working document. Second, the Board requests that in the future there be a section for GM suggestions. The Board has discussed the document, made some formatting suggestions, and decided to accept it.

Action Items/Persons Responsible: Formatting changes will be made and a place for GM suggestions will be added.

Motion to accept current report given the format changes.

Movant: Lee Boltz

Second: Jamie Lee

Those in favor: 8
Those opposed: 0
Those abstaining: 0

Motion to amend agenda to include a presentation from Ellen Anthony

Movant: Sue Phillips

Second: Mark Roberts

Those in favor: 8
Those opposed: 0
Those abstaining: 0

Summary: Ellen Anthony is the head of the Bulk department, this includes making stocking decisions (sometimes varies with the season) based on member suggestions and sales. There are over 300 items in Bulk Foods. She works hard at preventing loss, combating pantry moths, working to keep the department as clean as possible, and managing volunteers. She educates customers about products. There has been a 46% increase in sales in the past year in this department. Ellen Anthony has no direct paid employees to assist in her department, however a position for Bulk assistant is currently being advertised.

Fiddleheads Bulk department is competitive with other coops. There was a discussion of space and fixtures. Eventually Ellen Anthony plans to phase out the old style bins with newer fixtures and is working with UNFL to see if the

C. Retreat Outcomes

Brainstorming -

1. Lay the groundwork for writing ends policies. This includes developing an action plan to help determine how the topic should be approached – General Manager is gathering ends statements from other coops. The Board is in agreement this is a top priority.
2. Conduct an in depth discussion about self-evaluation survey results
3. Review monthly workflow
4. Review agenda planning – to increase the focus and clarity in the agenda– There is a proposal to address this at the next meeting
5. Agenda and Workflow to be on the agenda for October. Two ideas for the retreat will be ENDS and discussion of Board self-assessment. These items will not be discussed at the October meeting.

VIII. CLOSING DISCUSSION

Review Decisions, Tasks, Assignments

Next meeting topics: Member Comments, Monthly Workflow, and Agenda planning, Debrief/Evaluate Meeting,

Summary/Additions to October Agenda:

- ⤴ Monthly workflow and agenda planning will be added to next meeting as a topic. This incorporates two issues, to ensure materials get sent in and distributed in a timely manner, and monthly agenda planning, to increase the clarity on outcomes and purpose of each item
- ⤴ The General Manager will give presentation on financial issues and budget, B1, next month and monitoring report, B6 (staff presentation), will be scheduled the following month.
- ⤴ Meeting minutes of August will also be added.
- ⤴ Mona's Proposal for Member Outreach to be included as well.

Review: Board performance was reflected upon and assessed in relation to parameters for conduct set at beginning of the meeting.

A “Parking lot” board for ideas brought up in meetings that stray from original purpose will be utilized to ensure ideas will be addressed later.

IX. ADJOURNMENT

Mona Harmon-Bowman moved to adjourn at 8:32. The motion was seconded by Jamie Lee. Voting was as follows:

Those in favor: 8
Those opposed: 0
Those abstaining: 0

Draft minutes submitted by: Alyssa Skaves on: September 22, 2013.

Draft minutes prepared by: *Alyssa Skaves on:* September 22, 2013.

Minutes approved by vote of the Board on: _____ *(date)*

October Meeting Minutes

♣ CALL TO ORDER

Susan Zimmerman called to order the regular meeting of the Fiddleheads Board of Directors at 6:39 pm on October 15, 2013 at 105 Huntington Street, New London, CT.

♣ ATTENDANCE

♣ The following Board members were present:

Susan Zimmerman, President
Mark Roberts, Vice President
Ed Demuzzio, Treasurer
Lee Boltz
Mona Harmon-Bowman
Carolyn Wilson
Sue Phillips
Ellen Clinesmith
Jamie Lee, Secretary, *left at 7:30*

The following Board members were absent:

Suzanne Cattanaact

The following addition persons were present:

Alyssa Skaves, Recording Secretary
Lisa Cygan, Presenter

♣ AGENDA REVIEW

The agenda was presented in new format this month: consent items are accepted together unless a board member wishes to remove an item, action items are acted to be acted on at the meeting and discussion items do not require action . After discussion, it was decided that Retreat Outcomes did not need to be added to the agenda. There was discussion of the board book and Ellen Clinesmith offered to compile a collection of approved items for a board manual to be reviewed at the November Board meeting.

♣ MEMBER COMMENTS (By board policy limited to 2 minutes per speaker.)

♣ No members present.

♣ APPROVAL OF MINUTES FROM PRIOR MEETING(S)

Date of Meeting: August 20, 2013 and September 17, 2013

Discussion/Corrections:

Motion to accept August minutes: Mark Roberts 2nd: Ellen Clinesmith

All in favor: 5

Abstaining: 4

Enough corrections were to be made to the September minutes that they will be presented again in November for approval. The recording secretary is also to work to streamline minutes for length.

Lisa Cygan was thanked for her service as a board member

♣ PRESENTATION OF CCMA CONFERENCE BY SUE PHILLIPS AND LISA CYGAN

Presenters shared the take-aways from the many tracks they attended and suggested checking out the two keynote speakers Mark Winne and Kristin Christian.

- ^ Sue Phillips motions to accept Monas document given that the language is changed from “Member” to “Member-Owner” and that a firm end time of 8 o'clock is stated. Ellen Clinesmith seconds.

^ All in favor: 9
none abstaining, none opposed.

^ **BOARD DISCUSSION**

- ^ **Self-Assessment:** What has changed and where do we have the largest spreads?
- ^ The idea was presented that the board do it's own monitoring, via monitoring reports resembling those of the General Manager.

Motion: presentation concerning board monitoring, including templates, for Board review and discussion.

Movant: Mark Roberts. 2nd Mona Harmon-Bowman

^ All in favor: 8
None abstaining, none opposed.

Monthly Agenda and Workflow:

This item is to be added to the November agenda. The current workflow is not efficient; materials are not being given to the Board Chair in a timely manner such that the agenda can be compiled. November's meeting will include a discussion of the workflow and solutions to the problem.
The Board would also like to work on clarifying the purpose of items put on the agenda.

^ **CLOSING DISCUSSION**

Next Meeting Topics: Board book, Mark Robert's proposal concerning board monitoring reports, workflow, Retreat discussion – 10 min?

Debrief: The Board measured their performance staying within the following parameters-

- ^ Everyone be present physically and attentively
- ^ No sidebar conversations
- ^ Maintain topic focus
- ^ Everyone have a voice and should be heard
- ^ Be honest but not brutal
- ^ Don't monopolize
- ^ Clarify the purpose of each agenda item to begin
- ^ Signal if you feel personally attacked, disrespected, or put down

Mona Harmon-Bowman motions to discuss disparities between personal assessment of these topics. MarkRoberts seconds.

All in favor: 8
none abstaining, none opposed

I.ADJOURNMENT

II.Sue Phillips moved to adjourn at 8:30. The motion was seconded by Mona Harmon-Bowman. Voting was as follows:

Those in favor: 8
Those opposed: 0
Those abstaining: 0

I.

Draft minutes submitted by: Alyssa Skaves on: October 18, 2013

Draft minutes prepared by: Alyssa Skaves on: October 18, 2013

Minutes approved by vote of the Board on: _____ *(date)*

General Manager's Report
October/November 2013

The big news of the month was the flood. We had a waterline break in the front produce cooler and a large amount of water was in the store as well as in Kamp Dog and downstairs in Tony Dee's. The staff (especially, Sheila, Wendy, and Paul Shaffer) did an awesome job of handling things and minimizing the damage. ServPro did a nice clean up job and got things dry. They were able to open the store by 1PM that day so there was a minimal loss of business. The laminate flooring will need to be replaced. I am working with a local company to get that done and we have received an insurance check for coverage to get new laminate installed. The staff did a great job in my absence. They did send me an email telling me it had happened, but it was clear they had handled it and I knew there was nothing I could do anyway. The front cooler is back in operation, but it is clear that we need to plan to replace this unit as soon as possible. We are currently doing some research to try to determine what options we should be sure to include and if there are any manufacturers that are better than others.

We are preparing for holiday sales with various items and specials. We also plan to really push for Small Business Saturday, Nov. 30.

I am working on a preliminary budget for next year and will email you a draft as soon as I have one ready.

Most of you know that I have been working on an employee handbook. Mona was able to connect me with an excellent resource of a local retired HR person who has taken my draft and is giving it a serious reworking. I am feeling very relieved that a professional is now cleaning this up to make it a worthy product. Once it is a little further along, I will ask you to look at it and give me your feedback prior to our implementing its usage.

One issue that has arisen as we are working on the handbook is the problem of creating a grievance procedure. This is a problem at the moment, as we do not have an HR person or another management level to which employees could grieve. Having done some research it is clear to me that the GM and not the BOD needs to be the final decision maker in these situations. A suggestion has been made to create a Review Commission that would respond to grievances and give employees an impartial group to hear their concern. There would be four people on this Commission. One would be an employee. One would be someone appointed by management. The two others would be drawn from the total membership of the coop. The BOD would select two people to serve from coop members who indicate a willingness to serve on this commission. The BOD would strive to have one person who has a labor background and one who has a management background. These two people would not come from the BOD itself. I need to hear your thoughts on this before we do anymore to try to describe this process in the handbook. Please email me your thoughts, or call me if you want to ask questions or discuss it in greater detail. I appreciate your input.

We are going to be making some significant changes in our organization, and functional responsibilities. We will be adding some positions and also renting some additional space (downstairs) from our landlord to create office space for these expanded operations. The plan isn't totally done, but we hope to post position openings soon and to begin work on getting the space ready in the very near future.

We are planning an event for Friday December 13 as a culmination of our Refrigeration Fund Drive. Our plan is to invite all shoppers and people connected to the co-op to a "Free wine and cheese event" at the co-op from 7 to 9. People, companies, etc can make donations before that date or bring them that evening. We will have some background music and hope to have several local farmers there to talk about why Fiddleheads is important to them.

Susan and I had a meeting with Spirit Joseph of the Cooperative Fund of New England. He was here to become acquainted with Fiddleheads, as he is a recent staff addition to CFNE. We had a nice visit with him.

On Friday October 25 we had our first Friday Market at Connecticut College. This came about through an initiative of the Sustainability Club of CONN. We take products-largely produce, as that was their main request- to the Crozier Center and set up three tables of product. The market is open from 11 to 2 for students and staff. There are usually two students for each of three shifts to help with set up, sales, and clean up. So far it has gone well and seems to be popular on campus. We were originally approved for a four-week pilot. However, after two weeks it was decided that we should be given approval to come for the rest of the school year. We will not be going on weeks when students are not on campus.

Policy Title: B-6 Staff Treatment and Compensation

Monitoring Report: November 2013

The General Manager shall not treat staff in any way that is unfair, unsafe, or unclear.

Interpretation: I interpret this to mean that the General Manager will see that there are fair rules and expectations and operating procedures in place for all employees. These rules, expectations, and operating procedures should be in writing and each employee should be provided their own copy. Additionally all employees should be provided with a walk through of all of these materials and will be provided an opportunity to ask questions to gain clarity of said materials. It is also the responsibility of the General Manager to see that the items that appear in this employee handbook are applied consistently and fairly to all employees. Anytime any part of the handbook is altered, altered sections will be provided to employees and the pages that are to be replaced will be collected. There will also be an opportunity for explanations around any changes in the handbook. The General Manager shall not allow unsafe physical conditions to exist in the co-op. When unsafe situations are found it is the responsibility to see that they are rectified if it is within his power to see that they are corrected.

The GM will not:

1. Operate without written personnel policies:

At the moment the General Manager is not in compliance with this condition. Some documentation has been created and shared with staff, but the complete handbook has not been completed. It is my expectation that the handbook will be completed and in place for implementation by January 1, 2014.

- a. Clarify rules for staff

The rules that are currently in place have been explained at staff meetings and then provided to all staff as part of the minutes of the meeting. When the handbook is completed several staff meetings will be devoted to reviewing the materials. Each employee will have his or her own copy of the handbook for reference.

- b. Provide for fair and thorough handling of grievances in a way that does not include the board as a participant in the grievance process.

Currently we have no grievance procedure. We are developing one that we will be able to use with our current staffing numbers. The procedure will not include the BOD. Final resolution will rest with the General Manager.

- c. Are accessible to all staff

The handbook will be provided in written format to every employee.

d. Inform staff that employment is neither permanent nor guaranteed.

The handbook clearly informs employees that their employment is at will and is neither permanent nor guaranteed. Each employee will sign a document indicating that they have read the entire document.

2. Cause or allow personnel policies to be inconsistently applied.

With the rules and operating procedures that currently exist, the General Manager does apply them with consistency. When other personnel are placed in supervisory positions the GM will work with them to make sure that there is a common understanding of expectations to help ensure that expectations and procedures are applied with consistency to all employees.

3. Fail to provide for adequate documentation, security and retention of personnel records, information, and all personnel related decisions.

Currently employee records are a combination of electronic records and paper records. The electronic records are securely housed and not available to anyone other than the General Manager. The current paper employee records are in a locking file cabinet.

4. Establish compensation and benefits that are internally or externally inequitable.

Current compensation has been established with pay rates set by the degree of responsibility that the position requires. Beginning employees in a position all start at the initial pay rate for that position. Upon annual performance review employees may be awarded a raise. This pay increase has a base rate of increase as a result of longevity. An employee may be eligible for a greater rate of pay increase by performance related to goals and the degree of difficulty of the goals that were established. Unsatisfactory performance may result in a raise being withheld.

5. Change the GM's on compensation and benefits, except, as his or her benefits are consistent with a package for all other employees.

The Board of Directors sets the compensation and benefits of the General Manager.

Clarifying Note:

Clearly the lack of an employee handbook means that at this time I am not in compliance in this section. Many of these items will be resolved in a couple months. The issues that have arisen so far are ones in which I examine one incident in comparison to any which have occurred previously to make sure that they are handled consistently.

While the general statement in the beginning talks of my responsibility to see that employees work in a safe environment, there is no sub item that addresses that. We missed that, but it should be corrected.

We have a safety committee that conducts inspections of the premises and notes safety items that need to be addressed. Right now it is my responsibility to see that those are addressed. I plan to hire a part time maintenance person very shortly. Having a person to address these needs should shift a fair amount of that responsibility, as these are things I simply don't have the time to address unless they are of an emergency nature. I created the committee because I know safety is important, but I have only addressed a couple of the concerns that they have noted.

Fiddleheads Food Cooperative

Proposal for Monitoring Board Policies

Board Policies, C: Governance and D: Board Management, are on the Fiddleheads Board annual calendar starting in January and generally reviewing one policy or sub-policy per month. They are the second to last section titled Board Monitoring.

Proposal: The Board of Directors review each policy through a survey emailed to each Director from Survey Monkey, immediately following each Board Meeting. This survey is to be completed within one week to facilitate consolidation of the results in a timely matter with adequate lead time to be in the subsequent month's Board Packet. The first mailing for January will be mailed following the December 2013 meeting. Mark Roberts will run the survey and consolidate the results.

The January Board Monitoring survey consists of two reviews, The Global Policies for C: Board Governance and D: Board Management. Subsequent months have one sub-policy each month, except December which is both D3 and D4. Each policy survey consists of an overall ranking (1=Poor to 5=Excellent) as well as space for explaining why that rating was given. The survey for January is attached. It is quite simple. The power is in the consolidation and comments.

Mark Roberts

Board Policies C/D Global

Evaluate the overall performance of the Fiddleheads Board on its Sections C and D Global Policies. Detail policy reviews will follow in subsequent months.

*1. Board Policies: C - Global Governance Commitment

Acting on behalf of our owners, the Board ensures that our cooperative produces benefit and value, while avoiding unacceptable actions and situations.

How do you feel the Board has performed on this policy?

- Failed Poorly Fair Well Excellent

Please explain your answer.

*2. Board Policies: D - Global Board-Management Connection

The board's sole official connection to the operations of the cooperative will be through the General Manager.

How do you feel the Board has performed on this policy?

- Failed Poorly Fair Well Excellent

Please explain your answer.

Done

Notes about CBLD Program
October 29, 2013

Participants: Mark Goehring, CDS Consulting; Joel Kopischke, CDS Consulting; Susan Zimmerman, Fiddleheads BOD; Mona Harmon-Bowman, Fiddleheads BOD; Susan Phillips, Fiddleheads BOD

The CBLD program is designed to provide ongoing support to participating boards. The program cost, which is a single fee, includes unlimited participation in trainings, one retreat, and 15 hours of consulting time. It does not include expenses (travel, meals, etc.) for the consultant and Cooperative Café experiences. And, the 15 consulting hours can be used as needed by the board. Examples include a monthly check-in call with 2-3 board leaders, task force support, or a special topic that a group of board members wishes to discuss. Hours not used during the contract period can be rolled over to the next contract. Participants get a quarterly report of hours used. An hour of consulting time does not equal an hour of retreat time.

As we did this year, we can purchase additional hours of consulting time. The non-contract rate hourly rate for our consultant next year will be \$150. The contract rate will be \$130.

While we can use the consulting hours as needed, we used the monthly check-in call this past year to anticipate and manage board issues. In the coming year, we can continue monthly calls, we can keep in touch by email, and we can shorten calls and/or decide to budget some consulting time for taskforce use. It is important that we decide how we want to best use the consulting time.

Our use this year beyond the 15 hours was not unusual for a board as new as ours in the process of implementing policy governance. Our need exceeded the program design. As we gain experience, our need for consulting will more closely match the program design.

The trainings are designed beyond a one-year time horizon. It typically takes five years for a board to get to the common platform. The purpose of the trainings is to get to a common board culture, both on our board and within the co-op community. Board members can move freely between CBL101 and Leadership training regardless of what they have attended in the past.

In considering the CBLD program for next year, those on the call concluded there are two questions to consider:

1. Are we open to ongoing support?
2. What design would allow us in the coming year to do our work more effectively?

For your reference, the contract follows:



SOLUTIONS FOR COOPERATIVES

The CBLD program leader will assign a consultant to serve as the co-op's primary resource provider. Satisfaction on the consultant/client match and overall program satisfaction is kindly requested.

The following will provided by CBLD consultants:

As described in the CBLD program brochure and description:

- a) Ongoing, regular consultation with Board President, GM, or other designate, with up to 15 hours provided in the base program fee.
- b) Planning and facilitation of a one day retreat designed to meet the needs of the board.
- c) Development and delivery of CBLD Resources, including access to the CBLD Library, Online Recorded Workshops, Field Guides, GM Report Support, the CBLD GM Compensation Database and other resources as they become available.
- d) In-Person sessions, including Cooperative Board Leadership 101 (CBL101), Leadership Training and Cooperative Cafe.



Quarterly program utilization reports will be provided.

Commitment from Co-op: Our board understands and accepts the commitments required to participate in CBLD, including:

- a) Establish and maintain regular contact with our CDS Consulting Co-op consultant.
- b) Provide timely replies and access to documentation requested by consultant, including all board packets and materials.
- c) Be accountable for the use of co-op and/or supporting funds by participating in CBLD activities, including scheduling and participating in our board retreat, attendance at in-person sessions, utilization of ongoing consulting hours and other resources.

Payment: Our co-op agrees to pay:

- a) The CBLD quarterly fee when invoiced each quarter (March, June, September, and December. An alternate payment schedule may be arranged in advance with the CDS Consulting Co-op manager.)
- b) Our co-op will also be invoiced for reimbursement of CDS's expenses, including transportation, lodging, meals, copies, telephone and other, related to your retreat or other in-person meetings.
- c) A modest per person registration fee for attending Cooperative Café events.
- d) We understand that we will be responsible for paying any travel or related cost for our directors to attend the CBL101 sessions or other CBLD events.

Unless otherwise instructed, we will share relevant client information with other CDC CC consultants and NCGA or NCGA DC staff who are also supporting your co-op. If you want to further limit how we share any specific information, please let us know.

All information provided and recommendations made will be provided in good faith based upon the experience and judgment of the consultant. However, it should be understood that the client remains responsible for the accuracy of all information provided to CDS Consulting Co-op, all decisions made and all actions or inactions that result from this work. CDS Consulting Co-op is the exclusive agent of its members. All the Co-op's actions and business are specifically and only undertaken on behalf of its Members who in each case are the principal party with whom the client contracts for services.

Signature for the board _____ print name _____ date _____

Signature for CDS Consulting Co-op / CBLD
September 12, 2013

A handwritten signature in black ink, appearing to be 'Mark Goehring', written over a horizontal line.

Mark Goehring date:

Policy Type: Ends
Policy Title: A – Global End
Last Revised: Proposed November 15, 2013

Fiddleheads Natural Foods Cooperative exists so that Southeastern Connecticut is a healthy, robust, just and inclusive community.

Policy Type: Ends
Policy Title: A1 – Food Justice
Last Revised: Proposed November 15, 2013

Fiddleheads exists so that SE CT is a model for achieving food justice for all.

Policy Type: Ends
Policy Title: A2 – Thriving Local Economy
Last Revised: Proposed November 15, 2013

Fiddleheads exists so that SE CT is a thriving locally based economy.

Policy Type: Ends
Policy Title: A3 – Sense of community
Last Revised: Proposed November 15, 2013

Fiddleheads exists so that shopper and members have a strong sense of community.

Policy Type: Ends
Policy Title: A4 – Growing Co-op Model use
Last Revised: Proposed November 15, 2013

Fiddleheads exists so that SE CT has a growing use of the co-op model.

Policy Type: Ends
Policy Title: A5 – Food and health knowledge
Last Revised: Proposed November 15, 2013

Fiddleheads exists so that SE CT is knowledgeable about food systems, and personal & environmental health

Policy Type: Ends
Policy Title: A6 – Food Justice
Last Revised: Proposed November 15, 2013

Fiddleheads exists so that SE CT has meaningful work in a healthy workplace.

FIDDLEHEADS
BOARD OF DIRECTORS MEETING
 December 17, 2013
 6:30-8:30 PM
 105 Huntington Street, New London

Time	Topic	Board Action/ Outcome	Leader
6:30-6:40	Meeting Preamble <i>Each of us is a member of the coop community and has been elected to be leaders in serving our members. May we conduct this meeting by empowering each other, treating each other with kindness, and maintaining an atmosphere of mutual respect.</i> Check-in		President
6:40-6:45	Agenda Review	Make any needed adjustments	President
6:45-6:55	Member Comments		President
6:55-7:00	Minutes November, 2013 (board packet)	Accept minutes	President
	Consent Items-Any item can be removed for discussion at the request of a board member <ul style="list-style-type: none"> • GM Monitoring Report B1 Financial Condition and Activities (board packet) • GM Monitoring Report B7 Board Communication • GM Monitoring Report B8 Board Support 	Accept report	President
	Consent Agenda Items needing discussion	Accept after discussion	President
	Action Items <ul style="list-style-type: none"> • Board Budget <i>Approve our budget for 2014</i> • Annual Calendar <i>Approve Board Calendar for 2014</i> 		President
	Board Discussion-These items are for discussion; no action at this meeting <ul style="list-style-type: none"> • Board Book <i>Present comprehensive review of the information in our board book</i> <i>Discuss improvements in record keeping</i> <ul style="list-style-type: none"> ○ What board practices have we passed? ○ What committees and task forces have we chartered? ○ How are we keeping track of committees and task force activities? ○ Do we have up to date incorporation, bylaws and policies? ○ Should we have a Q&A? ○ Where do we keep the board book? Do we want an electronic version? 	Take action at next meeting as needed	
8:15-8:30	Closings <ul style="list-style-type: none"> • December draft agenda (Board Packet) • Meeting Checklist <ul style="list-style-type: none"> ○ Everyone was present physically and attentively ○ No sidebar conversations ○ Maintain topic focus ○ Everyone had a voice and was heard ○ Be honest but not brutal ○ Don't monopolize ○ Clarify the purpose of each agenda item to begin ○ Signal if you feel personally attacked, disrespected, or put 	Review Evaluate meeting process: what worked and what needs improvement	President President

	down • Review Decisions, Tasks, Assignments • Adjourn Meeting		
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BOARD PACKET:

- 8) Draft November Minutes
- 9) GM Update Report
- 10) General Manager Monitoring Reports
- 11) Proposed Board Budget
- 12) Proposed Board Calendar
- 13) January Draft Agenda