

JUNE 2014 BOARD PACKET

**FIDDLEHEADS
BOARD OF DIRECTORS MEETING**
June 17, 2014
6:30-8:30 PM
105 Huntington Street, New London

Time	Topic	Resource	Board Action/ Outcome	Leader
6:30-6:40	<p>Meeting Preamble</p> <p><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></p> <p>Check-in</p>			President
6:40-6:45	Agenda Review		Make any needed adjustments	President
6:45-6:55	Member Comments			President
6:55-7:05	Minutes May and June 3 Special Meeting (board packet)		Accept minutes	President
7:05-7:10	GM Update Report (board packet)		Discuss as necessary	General Manager
7:10-7:15	<p>Consent Items-Any item can be removed for discussion at the request of a board member</p> <ul style="list-style-type: none"> • GM Monitoring Report B5 Consumers (board packet) • Board Monitoring Report D4 Monitoring GM 		Accept report	President
7:15-7:25	Consent Agenda Items needing discussion		Accept after discussion	President
7:25-7:35	<p>Task Force Reports</p> <ul style="list-style-type: none"> • Communication (board packet <i>Revised Special Member Owner Meeting Agenda Report</i>) • Expansion (board packet <i>BoD and GM Responsibilities in Expansion</i>) 			Mark/Sue/Ellen President/GM
7:35-8:00	<p>Executive Session</p> <ul style="list-style-type: none"> • To discuss GM Evaluation and Compensation 		Act as needed	President
8:00-8:15	<p>Board discussion-These items are for discussion; no action at this meeting</p> <ul style="list-style-type: none"> • Retreat Outcomes <p><i>Discuss ideas for August 16 retreat</i></p>		Take action at next meeting as needed	President
8:15-8:30	<p>Closings</p> <ul style="list-style-type: none"> • July draft agenda (Board Packet) • Meeting Checklist <ul style="list-style-type: none"> ○ Everyone was present physically 		Review Evaluate meeting	President President

	<p>and attentively</p> <ul style="list-style-type: none"> ○ 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 <ul style="list-style-type: none"> • Review Decisions, Tasks, Assignments • Adjourn Meeting 		<p>process: what worked and what needs improvement</p>	
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BOARD PACKET:

- 1) Draft May and June 3 Special Meeting Minutes
- 2) GM Update Report
- 3) GM Monitoring Report B5 Consumers
- 4) Revised Special Member-Owner Meeting Agenda
- 5) BoD and GM Responsibilities in Expansion
- 6) July Draft Agenda

May Meeting Minutes

I. CALL TO ORDER

Mark Roberts called to order the regular meeting of the Fiddleheads Board of Directors at 6:31 p.m. on May 20, 2014 at 105 Huntington Street, New London, CT.

II. ATTENDANCE

The following Board members were present:

Mark Roberts, Vice President
Sue Phillips, Secretary
Mona Harmon-Bowman
Ellen Clinesmith
Carolyn Wilson
Bonnie Tompkins
Ed DeMuzzio

The following Board member were absent:

Suzanne Cattanach
Susan Zimmerman

The following additional persons were present:

Alyssa Skaves, Recording Secretary
Richard Virgin, General Manager

III. MEMBER COMMENTS

No members present.

IV. AGENDA REVIEW

It was decided to remove GM Monitorings B1 (financial condition) and B6 (Staff) from consent calendar, as well as Board Monitoring reports for discussion. Board opts to cover routine matters and then defer other substantive matters in order to hold executive session to discuss real estate matters and GM evaluation/compensation.

V. MINUTES

Summary: The Board was satisfied with the edited copies of the April 15th Meeting Minutes and the April 30th Special Meeting Minutes.

Motion to accept the April 15th Board Meeting Minutes.

Motion: Ellen Clinesmith
Second: Mark Roberts
All in favor: 7

Motion to accept the April 30th Special Board Meeting Minutes.

Motion: Mona Harmon-Bowman
Second: Ellen Clinesmith
All in favor: 7

VI. CONSENT ITEMS

A. REMOVED: GM Monitoring Report: B6: Staff

Summary: The Board wanted to add a specific sub-category to include language about providing a safe work environment, but this is the Board's responsibility to amend policy. Report is compliant and should be accepted.

Motion to Accept GM Monitoring Report B6: Staff.

Motion: Sue Phillips
Second: Mona Harmon-Bowman
All in favor: 6
Abstaining: 1 (Bonnie Tompkins)

B. REMOVED GM Monitoring Report: B1: Financial Condition 1st Quarter

Board would like the GM to include the industry standard for comparison in sections B1.3 and B1.4. In section B1.7, Payroll taxes should be specifically addressed. The Board Treasurer and Accountant are working develop language communicating the status of GAAP compliance and this will be shared with the GM.

Motion to Defer acceptance of GM Monitoring B1: Financial Condition until resubmitted with changes noted..

Motion: Sue Phillips

Second: Mark Roberts
All in favor: 7

C. REMOVED to Discuss Board Monitoring Reports

Summary: The survey results were compiled as much as could be expected using the standard version of Survey Monkey, but the full package must be purchased before the full results can be analyzed. Ellen Clinesmith will purchase the full account and Alyssa Skaves will send out the D4 survey. Otherwise no concerns and can accept Board Monitoring Reports with remaining consent item.

D. REMAINING ITEMS

Motion to accept GM Update Report and Board Monitoring Reports D1-D3.

Motion: Sue Phillips
Second: Ellen Clinesmith.
All in favor: 6
Abstaining: 1

VII. EXECUTIVE SESSION

Motion to go into executive session to discuss GM evaluation and real estate matter.

Motion: Sue Phillips
Second: Mona Harmon-Bowman
All in favor: 7

Executive session began at 7:00 p.m and ended at 8:21 p.m.

VIII. ACTION ITEMS

A. Approve recommendation of GM Evaluation and Compensation Process.

It was noted that as process was being discussed no substance of evaluation, there had been no need for executive session and the process remains as is described in the documents that are part of the board packet.

Motion to accept GM Evaluation and Compensation Process.

Motion: Sue Phillips
Second: Ellen Clinesmith
All in favor: 7

B. Act on Real Estate Matter

Motion to accept letter of intent.

Motion: Sue Phillips
Second: Mona Harmon-Bowman
All in favor: 7

Motion to create Member Communication Task Force chaired by Bonnie Tompkins and including as members Mark Roberts, Carolyn Wilson, Ellen Clinesmith and Richard Virgin.

Motion: Sue Phillips
Second: Bonnie Tompkins
All in favor: 7

IX. CLOSINGS

A. Agenda Preview for June 17th meeting.

Officer Elections

B. A June 3rd Special Board Meeting is to be held at 105 Huntington Street at 6:30pm. for purposes of conducting an executive session to discuss possible store expansion.

X. ADJOURNMENT

Motion to adjourn at 8:34

Motion: Mona Harmon-Bowman
Second: Ellen Clinesmith.
All in favor.

* * * * *

Draft minutes prepared by Alyssa Skaves on 5/27/2014.

Draft minutes reviewed and prepared for submission to Board by Sue Phillips on 6/7/2014.

Minutes approved by vote of the Board and put into final form by Sue Phillips on

Special Meeting Minutes
June 3, 2014

I. CALL TO ORDER

Susan Zimmerman called to order a special meeting of the Fiddleheads Board of Directors at 5:32 p.m. on June 3, 2014 at 105 Huntington Street, New London, CT.

II. ATTENDANCE

The following Board members were present:

Susan Zimmerman, President
Mark Roberts, Vice President
Ed DeMuzzio, Treasurer
Susan Phillips, Secretary
Carolyn Wilson
Ellen Clinesmith
Bonnie Tompkins
Suzanne Cattanach

The following Board members were absent:

Mona Harmon-Bowman

The following additional persons were present:

Richard Virgin, General Manager

III. AGENDA REVIEW

Summary: The only item on the Agenda is an Executive Session to discuss the market survey.

IV. EXECUTIVE SESSION

Motion to go into executive session.

Motion: Mark Roberts
Second: Ellen Clinesmith
All in favor

Executive session started at 5:33 p.m. and included General Manager.
Out of executive session at 8:10 p.m.

Note: Sue Phillips left the meeting at approximately 7:50 p.m.

X. ADJOURNMENT

Motion to adjourn at 8:11 p.m.

Motion: Carolyn Wilson

Second: Ed DeMuzzio

All in favor.

* * * * *

Draft minutes prepared by Susan Phillips on 6/7/2014 for submission to the board.

Minutes approved by vote of the Board on _____ and put into final form by Sue Phillips on _____.

General Manager Update Report
General Manager's Report
May-June 2014

I met with representatives of Cross Sound Ferry and New England Airlines to work out how they could assist with transporting our products to potential customers on Block Island. We were able to work with the possibility with both transporters and hope to begin operations by the last week of June.

We made and served cold Cucumber Soup for the Food Stroll. We had made copies of the recipe, but had to make more as people found they liked it enough that they wanted to know how to make it.

I worked with Marcia Pfifer on the market study we had done

We had a member appreciation day in May.

We ordered some summer items especially to have on hand for Memorial Day and they went well.

We are shifting some personnel in their positions and creating a new schedule to get us through the summer. This schedule operates without filling one position as we want to see if we can develop a new coordinator rather than bringing in someone from the outside. We will be losing a very good employee at the end of the summer when Ellie Tompkins leaves for college.

We still have some finishing touches to do downstairs, but the offices were complete enough to begin using the offices last week. We also added more computers to allow more people to have access to technology at the same time.

Our sampling program has been going very well and we hope to collect data on products we have sampled to see the impact over time. We have seen immediate increases in sales following the sampling, but we aren't sure how the sales are holding up over time.

We posted for an Administrative Assistant and interviewed for the position. At the end of the interviews we reached the conclusion that we might be going at this process backwards. We decided to see about adding a part time temporary secretary/clerical person and having them assume some of the tasks I was doing. It was the feeling of the interview committee that once we had done that it would be easier to determine exactly what kind of tasks an assistant would be expected to do. We went back through the applications and found a couple people who would be qualified for the clerical position. We interviewed two and offered the position to one who will begin in a week.

Nunzio, owner of Four Mile River Farm, has pulled out of the co-op. I assume you saw my explanation in the eblast. FYI there was more to it than what was published, but I did not want to make things into a bigger public issue for him or us. We had some complaints raised by customers over the feed he uses with this cattle during some winter months and that it had GMOs in it. He got upset about that-even though it was true. He told us to tell the customer if she didn't like it not to buy his meat. He then decided that he should withdraw his meat from the co-op. We are researching other sources and have a couple possibilities.

We have located a used cooler which we plan to pick up next week and begin to use to have fresh fish for sale a couple days a week.

We are working on a program to provide incentives to customers for reusing containers for bulk and for bringing their own bags. We will give you more details, but we believe we have found a way to also benefit the community with this program as well.

As I write this I have just completed the Retail Grocers Conference and the Cooperative Grocers Conference. I am loaded with new learning and lots of ideas. Really glad I did both and that we had other people attending as well.

Andrea Hall as returned to work from her leave. We will be some more reorganization now that she has returned.

Monitoring Report B5 Consumers

General Manager Monitoring Report B5 Consumers

The General Manager shall not be unresponsive to customer needs.

The GM will not:

1. Operate without a system for soliciting and considering customer opinion regarding preferences, product requests, complaints and suggestions.

As a retail grocery, the co-op exists to meet customer needs. The overall result of all activities designed to meet customer needs should be a growing number of customers, and a growing percentage of those customers that express satisfaction with their co-op experience.

Interpretation:

A customer comment system is an integral part of monitoring customer opinion to be positioned to provide value to customers. Businesses and communities morph over time and it's important to keep up with product requests and service issues. Continuous improvement over time is dependent on our ability to listen to and act on customer input.

Operational Definitions:

- The co-op will have a system in which customers can offer requests, suggestions or other comments. Receipt of customer comments is evidence that the system is effective.
- The co-op will track all comments, distinguishing between product requests, positive and negative comments, and general suggestions.
- All customer comments will be reviewed by the GM and the Customer Service Coordinator, then distributed to the appropriate manager. Our goal is to respond to every comment containing contact information. Comments will be recorded in a spreadsheet and response compliance monitored by the General Manager.

The General Manager is in compliance with this expectation. We have a product request book which is very well utilized by our customers and department personnel respond to requests and usually attempt to get the product suggestion to carry in the store or for the customer.

For the past seven months we have had a suggestion box available in the front of the store along with suggestion slips. We have mentioned its existence several times in the weekly eblast. When a customer submits a suggestion, we write our response to the suggestion or concern on the same slip and post the suggestion and its response on a bulletin board which is on display in the front area of the store next to the product request book.

Currently we are conducting a survey of members and non-members about their opinion and specific suggestions for improvement of the co-op. Beginning next week we will be compiling all of this data into a spreadsheet so we can examine the results in their totality. This information will then be used to help us determine what product or operation items in the co-op need to be addressed.

The GM will not:

2. Allow an unsafe shopping experience for our customers.

Interpretation:

Customers should expect to be reasonably safe while on our premises and while using products or eating food purchased from the co-op.

Operational Definitions:

- The co-op will pass all health inspections
- We will have fewer customer accidents than the industry average for a store our size. According to our liability insurance provider, that number is X accidents a year.
- No customer will incur injury or illness as a result of purchasing any recalled product from the co-op.

The co-op has passed all inspections by the health district. The couple of items which were noted on inspections in the past year, were very minor in nature and were both addressed.

We have not been able to get information from our insurance provider and our own research has not given us an industry standard either. We had one customer take a fall at the cash register during the past year. She did not incur any injury and the fall was the result of her tripping on her own feet, not tripping on any object of furniture or a rug, cord, or any item belonging to the co-op.

Ledge Light is very proactive in letting us know about product recalls. There have only been one or two instances this past year in which the warning call was in regards to an item we carried. We immediately removed the items from our shelves. In neither case did we have any customers report becoming ill from a purchased item. The General Manager is in compliance with the provisions and expectations of this monitoring goal.

Revised Report of the Communication Task Force

FIDDLEHEADS EXPANSION PROJECT Special Meeting: Thursday, June 19, 2014 Agenda

A. Overview

- a. Introductions: Susan Zimmerman
 - i. Board Members
 - ii. General Manager
- b. Expansion Discussion
 - i. Board Tasked GM to look at expansion opportunities
 - ii. Presently looking at 2 possibilities
 - 1. Additional space at our current location
 - 2. Parcel J at Shaw's Cove; signed Letter of Intent to preserve our opportunity

B. Where we are (we should present both expansion opportunities to our members; should be a very concise description of the two projects. We should be fully transparent about the process but we don't have to share content.)

General Manager: Richard Virgin

- a. We have a unique opportunity to enhance the growth of the COOP
- b. Wanted to share it with employees/members and make everyone aware.
- c. You may have heard/seen there is a plan to build apartments and a grocery store near Shaw's Cove on the intersection of Howard and Bank.
- d. Klewin Construction is planning to build a 4-story mixed use building that would house a 16,000 sq. Ft total space grocery, roughly double of what we have now.
- e. The other 3 floors will be apartments
- f. Reasons for confidentiality: Sometimes legal Issues trump policy of "Ask Me"
- g. (Staff before membership)
- h. Started as simply as Informal conversation between Klewin & Dick which was suggested by a NL city official
- i. Klewin mentioned a grocery store : showed picture
- j. **(SHOW PICTURE OF SKETCH OF BUILDING ON BULLETIN BOARD)**
- k. When Dick investigated how iron clad current options were, discovered Klewin was open to other proposals. Dick asked "What about us?"
- l. Klewin requested a Confidentiality Agreement
- m. Klewin had no signed agreements with another vendor but was in discussion
- n. AND – we were not yet ready to commit – NEEDED input from BOD and Members
- o. GM brought it to the BOD, created an Expansion Task Force
- p. Discussed next step with Klewin: Letter of Intent

C. Definition of Letter of Intent

Sue Phillips

- a. Not binding agreement

- b. Exploring the option
- c. No commitment made
- d. Need to bring to our community
- e. LOI clearly states that BOD and membership would have say in this before any decisions would be made that would be a commitment

D. Explanation of Process for Board

Susan Zimmerman

- a. Three executive sessions to discuss the expansion opportunities. Needed confidentiality to preserve our negotiating position
- b. Consulted with experts at CDS Consulting and President and Vice President attended CCMA conference this past weekend
- c. Board is following a four step process
 - i. Feasibility:
 - 1. Outside experts to study the market, assess the financial feasibility and advise on the store design
 - 2. Assessing internal readiness to take on an expansion project
 - ii. Preparing for Construction
 - 1. Design and Contracts
 - 2. Financing, Internal and External
 - iii. Construction
 - iv. Preparing for Opening
- d. Two key decision points
 - i. After feasibility and internal readiness studies are completed, we will make a decision on the expansion project with contingencies
 - ii. After securing financing and design, we will make a final decision to go ahead with construction and opening the new store
- e. An outline/overview of the process is on website and on Expansion Board:
- f. This meeting is our first step in a communication plan to update our Member-Owners on expansion plans.
- g. We will be looking for your input on our vision and specific ideas for an expanded space with the understanding that not everyone's ideas can be incorporated and the work of the experts will be part of the final decisions we make
- h. Finally you will have the opportunity to provide the capital needed to finance our expansion plans
- i. Role of the board in this project will be to listen and learn from our Member-Owners, to make the final decision on the project and to raise the necessary capital. We will not manage the project but we will be kept up to date on the implementation of the project.

E. Ways to Communicate

Ellen Clinesmith

- a. Ways Fiddlehead's BOD will inform our members:
 - i. Website under: Expansion Project
 - ii. Regular progress reports
 - iii. In store "Board's Expansion Board"
 - iv. Social Media: E-blasts and Facebook
 - v. Newsletter (Handout: Input/Info ½ pages)
 - b. Large Meeting: impossible to hear from all, so our plan....
 - c. Ways for Members to GIVE input
 - i. Website: form under "Expansion Project"
 - ii. Board of Director Input Table
 - iii. Input Form at store (Suggestion box)
 - iv. Catch a Board Member: See Wanted poster
 - d. General thoughts:
 - i. Look for questions we need specific input on, can always give non-specific input
 - ii. Member Input is Critical!
 - iii. Key to keeping the store running on a day to day basis is to not tie up the GM and staff – please take every advantage to catch a BOD member
- F. Positive reasons we are investigating this opportunity Mark Roberts
- a. **Open: Why are we here: Community & Access!**
 I'm a glass half full type person
 I'm enthusiastic, but not yet committed - don't confuse the two
 We have Plan A, B, and C - Klewin is Plan A
 - b. **1 FH in critical period between \$2.5 and 5M**
 Building out current space is problematic
 Facing need for more space within a few years
 We seem large but not enough financial resources to meet expectations
 - c. **2 Marketing study supports that Parcel J matches our need well**
 Just the size we want
 Market study says we could grow three times first year
 ProForma suggests we can afford it easily
 - d. **3 Builder providing strong support**
 Hope to negotiate a build out allowance covering most of our capital needs
 Klewin wants us
 This is far simpler than coops usually face
 - e. **Wrap: Greater community access - reach more people, create more employment, and operate in a better location**

G. Final Thank you
 President

Susan Zimmerman BOD

For presentation:

- Ellen has a large bulletin board for pictures/sketches from Klewin or map of Parcel J: (If not using overhead)
- The sketch is included in the Expansion Board which will be present at the meeting (Ellen C.)
- Board's Expansion Board for in-store: put out when Ellen speaks
- Handouts on Ways To Give Input / Ways We Will Inform

FIDDLEHEAD EXPANSION PROJECT
MEMBER INPUT FORM

Date & Time: _____

Optional Information:

Name: _____

May we call you if we have questions ? Yes No

○ Contact Number: _____

○ Email: _____

beneficial? _____

Do you think this is a good opportunity to investigate? _____

What would be the benefits of moving to Parcel J? _____

What are your specific concerns regarding expansion?

Additional thoughts: (please feel free to use the back side if needed)

Board member interviewer: (circle one)

Suzanne Carolyn Mona Mark Ellen Ed Sue Susan Bonnie

Staff/GM: SELF

Member Input is CRITICAL!! Thank you!!

Feel free to reach out to us if you have additional questions/thoughts.

Partial Notes from Workshop on Expansion Planning

Role of the Board of Directors

- ☑ Learn, Listen & Lead
- ☑ Commitment, Engagement, Alignment
- ☑ Control, Delegate, Evaluate

from: "Role of Board of Directors in an Expansion Project"
November 2007, CBLD Library



Bill Gessner & Jeanie Wells, CDS Consulting Co-op

Raise Capital

utilize limited time

best adopt practice of delegate & oversight

give clear direction to mgmt
test of mgmt - not ready if can't get back information

Role of the General Manager

- ☑ Manage the co-op and the current store, maintaining sales growth and operational profitability
- ☑ Provide leadership throughout the expansion planning and preparation process
- ☑ Manage the actual implementation of the expansion plan.
- ☑ Manage the transition to the new store operation, with a special focus on Years 1, 2 and 3.
- ☑ Set the tone, providing positive energy, taking care, and help make the overall project fun and meaningful.



Bill Gessner, CDS Consulting Co-op

in reality GM is project manager
can hire PM
report to GM
* board should not hire PM *

Role of the General Manager (continued)

- ☑ While the General Manager's responsibility essentially 'triples' during an expansion project, that doesn't mean that the GM will triple her or his hours/week!
- ☑ Initially the GM will begin to devote 10-20% of her time to the project, leaving only 80-90% of her time for managing the current store.
- ☑ This trend will continue as the project advances, with the GM eventually devoting 50-80% of her time to the project, leaving only 20-50% of her time for managing the current store.
- ☑ The Management Team will thus have greater responsibility.



mgmt team takes responsibility for managing current store
another healthy test

Role of the Management Team

- ☑ The Management Team will step up and take on additional responsibility.
- ☑ The Management Team will assist in preparing for and planning for the new store.
- ☑ The Management Team will need to build its capacity in terms of talent, cohesiveness and teamwork.
- ☑ The Management Team will play a larger role in managing the newly expanded store.



Bill Gessner, CDS Consulting Co-op

get ready to manage larger
store

Role of the Staff

- ☑ The Staff as a whole will take on greater responsibility for operating the current store.
- ☑ Current staff will take on greater leadership roles in preparing for the staff size to be doubled or tripled.
- ☑ Current staff will provide leadership in developing, redesigning and strengthening systems in preparation for the expansion.
- ☑ The staff will play an important role in communicating about the expansion with members and customers (at an appropriate time).



Bill Gessner, CDS Consulting Co-op

culture transmitted / how
key messages

Strengthening & Positioning

- ☑ Combine Internal Self-Assessment with External Assessment to determine priority areas that need to be strengthened. Develop and implement work plans
- ☑ Strengthening & Positioning is part of Expansion Planning, not something done prior to beginning Expansion Planning.
- ☑ Use the time between now and when you will be open in your expanded store to strengthen key areas and systems.
- ☑ Think & act strategically to become better positioned
- ☑ Lessons learned from previous expansions & other co-ops



Bill Gessner, CDS Consulting Co-op

JULY DRAFT AGENDA

FIDDLEHEADS BOARD OF DIRECTORS MEETING July 15, 2014 6:30-8:30 PM 105 Huntington Street, New London

Time	Topic	Resource	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
6:55-7:10	Presentation <ul style="list-style-type: none"> • Cooperative Cafe 			Susan Zimmerman/ Carolyn Wilson
7:10-7:15	Minutes June (board packet)		Accept minutes	President
7:15-7:20	GM Update Report		Discuss as necessary	General Manager
7:20-7:25	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 A Ends (Part I) • Board Monitoring Report C 1 Governing Style • Board Budget 2Q Actuals 		Accept report	President
7:25-7:35	Consent Agenda Items needing discussion		Accept after discussion	President
7:35-7:45	Action Items <ul style="list-style-type: none"> • Officer Elections <i>Elect President, Vice President, Secretary, Treasurer for one year term</i> 			President
7:45-8:15	Board discussion-These items are for discussion; no action at this meeting <ul style="list-style-type: none"> • Board Chair Succession <i>Discuss board chair duties and leadership transition</i> • Process for Selecting an Auditor <i>Discuss Questions in CBLD Field Guide Audits and Reviews</i> • Annual Meeting Review <i>What worked? What didn't?</i> 		Take action at next meeting as needed	President
8:15-	Closings			

8:30	<ul style="list-style-type: none"> • August 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 Decisions, Tasks, Assignments • Adjourn Meeting 		Review Evaluate meeting process: what worked and what needs improvement	President President
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BOARD PACKET:

- 7) Draft June Meeting Minutes
- 8) GM Update Report
- 9) General Manager Monitoring Report
- 10) Board Monitoring Reports
- 11) August Draft Agenda