

# Hendersonville Community Co-op Board of Directors Meeting

60 South Charleston Lane, Hendersonville, NC

October 30, 2018, 6:00pm

**Board Present:** Steve Breckheimer, Andrea Larsen, Laura Miklowitz, Susan O'Brien, Michelle Tennant, Kevin Todd, and Carolyn Widener **Board Absent:** Stefanie Kompathoum, Laura Smith Williams  
**Staff Present:** Damian Tody, GM **Others Present:** Melany Thum-McAleer, owner; Liz Malloy, AA

## Announcements

- A platter of peppers harvested from the co-op demonstration garden was shared with directors.

**Approval of Agenda & Consent Items** – the Board was **in consensus** to approve the meeting agenda, with the addition of a GM Credit Card Review under Governance; and to accept the September 2018 board meeting minutes.

**Owner Comments** – None

**Study & Engagement** – Michelle Tennant led a discussion on “Expand & Grow”... a look at mission, purpose, positioning and brand voice.

## GM Report

- Damian Tody reports several staffing changes: David Williams has been hired as the new Meat Department Manager and Chris Beeson will hold a part-time position in the department. Installation of the rooftop solar panels is underway. In an agreement with Duke Power, total solar kilowatt generation has been reduced from 170 to 128 kw, resulting in \$30,000 of loan monies, not used for solar, now available for other facility upgrades. A generator is also being added as backup. Damian addressed questions submitted prior to the meeting including: offsite storage contains shelving and financial archives, credit card fees are negotiated through NCG at the best possible rate, and personnel expenses were higher in September due to the payout of an annual profitability bonus. Damian also reports that the website upgrade, which includes mobile friendly features, is almost complete. A store audit, or management audit, will be conducted in 2019.

## Policy Governance Review

- BP6 Board Directors' Code of Conduct: **In compliance**. Edits needed to clarify language/show that all directors sign agreements annually. Referred to Board Operations Committee for review/edits.
- BP8 Owner Engagement: **In compliance**. Referred to Owner Engagement Committee to consider ways to engage owners on our ENDS policy.
- GL3 Staff Relations: **Discussion Only, not monitored**. A safe discussion was held on Damian's plans for gathering data for future GL3 reporting. At present Damian is considering using CDS Consulting for guidance in the HR audit process. Damian will complete an outside survey every 2 to 3 years and will make sure the Board has current information each year, using internal assessments, to evaluate compliance with the policy. Damian is committed to conducting an HR Audit in 2019 and will report back to the Board on a future monitoring schedule for GL3. Damian announced that the Employee Manual update is in review now.

## Governance

- Owner Engagement Committee – Laura Miklowitz reviewed assignments and agendas for the 35<sup>th</sup> Anniversary Celebration. The Board should RSVP for the event as soon as possible.
- Board Development Committee – Michelle is developing the board orientation program and asked directors to send her Study and Engagement topics for 2019. Liz Malloy to put an updated eNotebook on thumb drives.
- Board Operations Committee – The Board should send any wordsmithing ideas for an updated ENDS policy to Steve Breckheimer. An update of the Board's Multi-Year Plan was distributed.

**Executive Session** – 8:20 - 8:55pm to discuss the GM Evaluation and Contract review.

The meeting adjourned at 8:55pm.

*Respectfully submitted by L. Malloy, 11.4.18 Edited by L.Miklowitz and S. Breckheimer, 11.4.18. Board approved 11.27.18.*