

1 **BRIARPATCH COOPERATIVE OF NEVADA COUNTY, INC.**
2 **Board of Directors Regular Meeting**
3 **MINUTES December 12th, 2017**
4

5 **Please refer to Digital Recording for additional details of this meeting.**
6

7 **Directors Present:** Kwong Chew, Jonathan Collier, Richard Drace, Mark Fenton, Alana Lucia,
8 Lew Sitzer, Katie Turner
9

10 **Absent:** Kali Feiereisel, Alan Weisberg
11

12 **Managers & Guests Present:** Kat Bass, Gwen Birk, Margaret Campbell, Andrea Echegaray,
13 LeeAnne Haglund, Chris Maher
14

15 **1.0 Call to Order:** The meeting was called to order by Richard Drace, President, at 6:00p.m.
16

17 Kwong Chew presented this month's opening quote(s): Kwong shared a few pictures from
18 the Sacramento Natural Foods Co-op Maker's Market he attended, where local artisans
19 join at the co-op to come to sell their crafts in a pop up store environment. This is a way
20 they use to celebrate their local artisans.
21

22 **2.0 Owner Forum: Public Comment/Communications to the Board:**
23

24 **3.0 Reminders and Check-in:**

25 December: 2018 Budget for Board Approval;
26

27 January: 2018 Potential Board Candidate Informational event (1/11/18); Wild and Scenic
28 Film Festival;
29

30 February: NC Sustainable Food & Farm Conference (2/9/18 – 2/11/18); Board Candidate
31 Application Deadline (2/13/18); Co-op Love Tabling Survey
32

33 March: Candidate Orientation (TBD); Election Notice Mailed to Owners (3/26/18); Article
34 for Annual Report (reminder to BOD President)
35

36 CCCD Conference – Kwong is interested in attending. We have the budget to send 1-2
37 people if desired.
38

39 **4.0 Consent Agenda:**

- 40 1. Approve December Agenda
41 2. Approve November Minutes
42

43 **MOTION:** Kwong Chew moved to approve the 2017-12-12 Consent agenda items, Lew
44 Sitzer seconded and the motion passed unanimously.
45

46 **6.0 Board Business:**
47

48 **6.1 12/5/17 CDS Call Notes:**
49

50 **7.0 Accountability - Reports: Committee Reports, Recommendations, & Actions**

1
2 **7.1 Owner Engagement Committee Report:** Lew commented that he was really
3 impressed with the Strategic Trends, Topics and Values worksheet that was put together
4 by Chris, and is periodically reviewed by the Board Development and Owner Engagement
5 Committees for Board study and engagement opportunities. This list also relates to the NC
6 TV's series of shows that focus on local issues that have greater than local impact.
7

8 **8.0 Accountability - GM:**
9

10 **8.1 2018 Multi-Year Business Plan & Budget:** Chris presented the 2018 Multi-Year
11 Business Plan and Budget. The business plan is meant to satisfy all of the qualities that are
12 reflected in the B-2 policy, which sets out a series of parameters for planning and
13 budgeting. Chris asked the Board to take action to approve the B-2 monitoring report,
14 which assures that the Multi-Year Business Plan and budget are in compliance with those
15 parameters. As this dialogue has matured through the planning process, a discussion has
16 taken place about how the paradigm for the co-op is changing. BriarPatch is becoming a
17 mature organization, and in so doing, realizing the capacity of the local market in the
18 physical sense, and in the sense of the local trade area. This business plan is meant to
19 shift BriarPatch's focus, characterize this shift, and outline how this challenge will be met in
20 the next few years so BriarPatch can be a successful, responsive and vibrant co-op for our
21 owners.
22

23 Chris shared some specific ways that are included in the business plan on how BriarPatch
24 is going to take this next step:
25

26 Member Database – One of the primary things that has been repeatedly discussed
27 throughout the organization by administration and operations is the BriarPatch owner data
28 base. To take the next step in the owner data base, something more singular, powerful,
29 robust, and reliable needs to be built, which is a major undertaking in the short term. This
30 piece of work is going to take the dedicated coordination of multiple areas of the store,
31 primarily the administrative management team, and will take a lot of bandwidth and energy
32 to complete. Andrea Echeagaray, Finance Manager and Margaret Campbell, Marketing
33 Manager have participated in a demo of one singular model of an owner data base
34 developed by Weavers Way Co-op in Philadelphia. It is hopeful that this system will be
35 adaptable to BriarPatch's situation.
36

37 Front Patio/ADA Work – In addition, BriarPatch is looking at the next phase of investment
38 of this facility. A couple of steps have been taken in the design of the ADA access and the
39 delivery yard, and Chris feels reasonably confident about the timeline of this work being
40 completed in late spring to early summer. The project is still in the design phase, but
41 moving closer to feasibility.
42

43 Staff Survey/HR – In the BriarPatch staff survey for the last 3 iterations of the full survey,
44 BriarPatch has been recognized by the staff for having strong HR practices. There will be a
45 focus of energy to take this to the next level. Partially driven by the fact that there is a
46 \$15.00 an hour minimum wage coming in the future, and partially driven by our fifth Ends
47 policy and the limitation polices in place there. The main focuses in this area will be on
48 recruitment, hiring process, training, and retention.
49

50 The Board was given the opportunity to provide feedback and ask any questions.
51

1 **8.2 B-2 Business Planning and Financial Budgeting (2018) Monitoring Report:** This
2 monitoring report is the Board's B-2 policy that states the GM shall not cause or allow
3 business planning and budgeting, for any Annual Plan or part thereof that deviates
4 materially from the Board's Ends priorities, risk financial jeopardy, or fail to be derived from
5 a multi-year plan.
6

7 **MOTION:** Katie Turner moved to approve the B-2 Business Planning & Financial
8 **Budgeting (2018) Monitoring Report, which is inclusive of the 2018-2020 Multi-Year**
9 **Business Plan & budget, Alana Lucia seconded and the motion passed**
10 **unanimously.**
11

12 **9.0 Development Planning (Open Session):**

13
14 **9.1 Development Progress Update:** Covered in the context of the Multi-Year Business
15 Plan discussion, page 2, lines 37-41.
16

17 **10.0 Meeting Evaluation**

18
19 **11.0 Meeting Adjournment: Board Meeting** was adjourned at 7:17 p.m.
20

21 **SUMMARY OF DECISIONS:**

- 22 1. Approve Consent Agenda Items P. 1, lines 43-44.
23 2. Approve 2018 Multi-Year Business Plan & Budget, & B-2 Monitoring Report P. 3, lines
24 7-10.
25

26 **SUMMARY OF ASSIGNMENTS AND COMMITMENTS:**

- 27 1. Kat to reserve 2 hotel rooms for CCCD (4/27-4/28), and follow up with Chris further.
28

29 **Announcements, Reminders & Dates:** See **Date Reminders** at bottom of Agenda
30 page.
31

32 **NEXT REGULAR MEETING WILL BE HELD Tuesday, January 30th at 5:30 – 8:30p.m.,**
33 **in the Community Room of the BriarPatch.**
34

35 Minutes prepared by Kat Bass on December 13th, 2017.
36

37 **APPROVED BY:** 

DATE: 2/7/2018

38 (These minutes were approved by the Board of Directors on January 30th, 2017. The
39 official signed copy is on file.)
40

41 This meeting and all Board meetings are recorded digitally and uploaded to the computer
42 server for storage. To listen to recordings, please contact Chris Maher, General Manager.