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**BRIARPATCH FOOD CO-OP**  
**Board of Directors Regular Meeting**  
**Held via Zoom Teleconference Call**  
**MINUTES September 29, 2020**

**Directors Present (via Zoom):** Rachel Berry, Kwong Chew, Jonathan Collier, Richard Drace, Kali Feiereisel, Mark Fenton, Katie Ivy, Alana Lucia, Alan Weisberg

**Absent:**

**Staff & Guests Present (via Zoom):** Andrea Echegaray, Finance Manager, Mark Goehring, Columinate Consultant/Meeting Facilitator, Mary Hunter, Administrative Assistant, Chris Maher, General Manager, Lauren Scott, Sustainability Coordinator, Rebecca Torpie, Marketing Manager. No guests were present.

**1.0 Preliminaries**

**1.1 Call to Order:** The meeting was called to order at 4:15pm

**1.2 Opening Quotes:** Presented by Katie Ivy

"Bad times have a scientific value. These are occasions a good learner would not miss."

– Ralph Waldo Emerson

"Collaboration, creativity, and respect build lifelong connections that matter and make a difference, propelling us to work together across all boundaries."

– Diane Luna

**1.3 Check-in and Reminders:**

**October:** Updated Candidate Packet Available to Public (Oct. 1); BDC, OEC, GM, Marketing Mgr., & Admin to Review BOD Calendar for Upcoming Year (**2021**); NCG Membership Renewal

**November:** Final Review & Approval of 2021 Board Calendar; BOD Performance Monitoring Survey Group 1: D Policies Review; GM Presents Compensation Proposal (2020, 2022 & 2024); 2021 Budget Draft and Multi-Year Business Plan Draft Review

**December:** 2021 Multi-Year Business Plan & Budget for BOD Final Review

**1.4 Owner Forum: Public Comment/Communications to the Board**

**2.0 Consent Agenda:**

1. Approve August 2020 Board Agenda
2. Approve July 2020 Board Minutes

- 1 3. Approve 2021 CBLD Renewal  
2 4. Approve Election Date May 3, 2021 and Annual Meeting Date May 26, 2021  
3

4 **MOTION:** Rachel Berry moved to approve the 2020-09-29 Consent Agenda items,  
5 Kwong Chew seconded, and the motion passed unanimously.  
6

### 7 **3.0 Study and Engagement:**

8

9 **3.1 Sustainability Report** – Lauren Scott, Sustainability Coordinator, presented the  
10 Board with a Sustainability Assessment and Recommendations for moving forward.  
11 The Board offered all-around positive feedback about the robust information and  
12 ambitious goals set forward for BriarPatch as a local leader in sustainability.  
13

14 **3.2 Abolitionists' Challenge Check-In** – Board members shared their personal  
15 experiences as they work through the material from this month's workshop.  
16

### 17 **4.0 Board Business**

18

#### 19 **4.1 2021 Operating Budget: Timeline, Key Assumptions, Board Budget, and Board** 20 **Stipends**

21

22 **MOTION:** Jonathan Collier moved to approve the 2021 Board Budget as presented.  
23 Mark Fenton seconded, and the motion passed unanimously.  
24

25 **4.2 Board Candidate Recruitment Review** – Board members were encouraged to  
26 consider individuals who would make strong candidates for the 2021 Board  
27 Election and forward them to Mary.  
28

#### 29 **4.3 GM Compensation – RFP to GM**

30

31 **MOTION:** Kali Feiereisel moved to approve the GM Compensation: Request for  
32 Proposal, Alana Lucia seconded, and the motion passed unanimously.  
33

### 34 **5.0 Accountability – GM**

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#### 36 **5.1 FYI Report: Operational points of interest to the Board**

37 Additional information and answers from Chris:

- 38 • Paycheck Protection Program clarification: We've received the funds, and if they  
39 are used for wages, benefits, rent or mortgage interest before the end of the year,  
40 the loan will be forgiven. Any forgiven amounts will be reflected in the income  
41 statement as a non-operating gain.
- 42 • We are working with consultant Allen Seidner in the Deli, improving processes  
43 and increasing efficiencies. We will be investing in a refrigerated prep station to  
44 increase production of boxed salads.
- 45 • With the recent improvement in the County's Covid-19 tier designation, we are no  
46 longer required to limit the number of customers in the store. However, we are  
47 moving cautiously by increasing the number of customers allowed in the store to

- 1 50 from 40 and we have opened several additional registers. Front End staff  
2 morale has received a boost from the shorter register lines.
- 3 • Reaction from staff and owners regarding non-profit CAUSE voting choices has  
4 been positive. Staff enjoyed the voting process and owners will have the  
5 opportunity to vote this year, as well.
  - 6 • Nothing has fundamentally changed regarding social justice organizations that we  
7 are supporting. We do not contribute directly to Black Lives Matter.

8  
9 **5.2 Monitoring Report: B-6 Staff Treatment Policy**

- 10 • Having two wage systems (merit-based and wage-scale adjustments) continues  
11 to cause confusion among staff. This will continue to be challenging until the \$15-  
12 per-hour statewide mandate goes into effect.
- 13 • Chris to follow up with Rachel regarding her question about the high standard  
14 deviation on the compliance benchmark for the survey question on fair  
15 treatment/non-discrimination.
- 16 • Survey participation rate was clarified for years with “compliance” (i.e., partial)  
17 staff surveys and years with a full staff survey. During the compliance surveys,  
18 participants are picked randomly by the Columinate consultant who conducts the  
19 surveys.

20  
21 **MOTION:** Rachel Berry moved to approve the B-6 Monitoring Report, Kwong Chew  
22 seconded, and the motion passed unanimously.

23  
24 **6.0 Closed Session**

25  
26 **6.1 Development**

27  
28 **7.0 Accountability – Reports: Committee Reports, Recommendations, & Actions**

29  
30 **7.1 Finance Committee:** No Report

31  
32 **7.2 Board Development Committee:** September Report

33  
34 **7.3 Governance Committee:** No Report

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36 **7.4 Owner Engagement Committee:** On hold

37  
38 **8.0 Meeting Evaluation:** All Board Members expressed positive feedback about the  
39 meeting and the many reports presented in the packet. Appreciation was expressed for  
40 the full content of information on various key topics. The meeting was efficient and  
41 managed well, with appropriate input and feedback. Many Board Members said they  
42 continue to miss interacting in person, but happy that board business can be handled  
43 remotely.

44  
45 **9.0 Meeting Adjournment:** Board Meeting was adjourned at 6:25 p.m.

46  
47 **SUMMARY OF DECISIONS:**

- 48 1. Approve September 2020 Consent Agenda Items P. 2, lines 4-5.

- 1           2. Approve 2021 Board Budget P. 2, lines 22-23.
- 2           3. Approve GM Compensation: RFP P. 2, lines 31-32.
- 3           4. Approve B-6 Staff Treatment Policy Monitoring Report P. 3, lines 19-20.
- 4

5    **Announcements, Reminders & Dates:** See **Date Reminders** at bottom of Agenda  
6 page.

7  
8    **NEXT REGULAR MEETING WILL BE HELD Tuesday October 27th at 4:15 pm via**  
9 **Zoom Meeting.**

10  
11 Minutes prepared by Mary Hunter on October 1, 2020.

12  
13    **APPROVED BY:** 

**DATE: 11/1/2020**

14    (These minutes were approved by the Board of Directors on October 27, 2020.  
15    The official signed copy is on file.)