



## **Chatham Marketplace August Board Meeting**

8/23/2016 5:30PM @ Jenny McLaurin's Shop

Members Present: Sarah D'Amato, Tom Morris, Debbie Cameron, Craig Koleman, David Misenheimer, Jenny McLaurin, and Katie Niver (via skype)

Absent: Sasha Konkle

General Manager: David Dellea

Guests: None

### ***Board decisions in bold italics.***

- 1) Reading of the ends.
- 2) ***July's minutes were accepted by all.***
- 3) Finance Report (David M):

July was a slow month due to normal slow summer sales combined with the loss of coolers; however finances year to date are generally positive.

- 4) Ownership Committee (Katie):

There was no meeting for August. Planning on having a booth downtown for First Sunday in September.

- 5) GM FYI (David D.):

A) Cooler update – Sent paperwork to one more person at NCG today. Hopefully will have approval by end of this week. CE recommended that we increase the loan to \$100k (from \$85k) to ensure we have enough to cover all expenses. David D triple-checked that the vendor quote covers EVERYTHING (e.g., delivery, setup, and taking old coolers away). Will take 8-10 days to get the coolers once we place the order. Working with NCG for a price on hot and cold bars from NCG's supplier.

***Finance Committee will work with David D on a payment plan for paying back the Long Term Reserve; will take into account upcoming costs for JLF and Emergency Loan for coolers and will bring a recommendation to the Board.***

- B) Store all staff meeting – David D will have one in the next 10 days, before the coolers get here. Will discuss a number of items, including a restructuring of the staff.
- C) CM Board meeting dates for upcoming months – Tuesdays are generally not good for David D for future CM Board meetings. We will stick with Tuesday for September (27<sup>th</sup>) and switch to Wednesdays starting in October (26<sup>th</sup>). November's meeting will be Wednesday the 30<sup>th</sup>.
- D) Method for Regular GM Communications with CM staff – No easy way to keep everyone up to date on issues like the coolers because staff are not required to have an email

address. One method would be to post daily updates in memo form at the clock where staff clock in. David D will discuss this at the store all staff meeting.

- E) CDS and Staff Survey – CDS could help with the staff survey but it would be prohibitively expensive. David D is looking at previously prepared surveys for ideas. The Board recommended that he conduct the survey in a way that is helpful to improving store operations, not primarily for the purpose of meeting a Board requirement.
- F) Employee Handbook – Will discuss this at the store all staff meeting. One idea for accessibility is to make a hard copy (or copies) available in the office.

6) GM Reporting (David D.):

**A) B6 (Staff Treatment and Compensation) – GM will report on this at the September meeting.**

**B) GM will report in October on B1 (Financial Conditions and Activities, aka Quarterly Reporting) and B2 (Planning and Budgeting) – B2 will not include a budget but will include preliminary draft of changes to 2016 budget for next year based on what we've learned to date for this year.**

**C) GM will report on Preliminary Budget for 2017 at the November Board meeting.**

7) Board business (all):

**A) Retreat Scheduling - Retreat will be Sunday, Oct 16, 9 am – 4 pm. Debbie will check on availability of the Chapel Ridge club house.** Backup locations are Tom's house and Jenny's house. Tom and Katie are working with Ben Sandel, CDS Consulting Co-op, on the retreat agenda.

**B) Grievance Procedures – CM's current procedures have some deficiencies, including lacking an outlet for an employee that has a grievance with the GM. Tom found a copy of CM's 2008 grievance procedures. Sarah will contact NCG and ask if they have a model policy that we can work with, or if they can review our current or old policy and give us comments. If that doesn't get us to a solution, David D will reach out to other GM's to find a good working policy.**

**C) Reporting Calendar & Monitoring Policy – We will work on this at the retreat.**

**D) Policy Review for 3-2 & 3-3 – We will do this at the September Board meeting.**

**E) Board Critical Document Retention – We will discuss this when Sasha, as Secretary, is present. Kathy Mohr may have a backup of Board documents. We will pick this discussion up at the September Board meeting.**

Adjourn.

Next meeting Tuesday, 9/27/16 @ 5:30pm at Jenny's store space