



Chatham Marketplace January 2019 Board Meeting

1/23/19 5:30-7:50 PM @ Chatham Community Library

Members Present: Kathleen Conroy, Craig Kolman, Laura Grace, Rhonda Mathis, John Jennings
Evan Diamond

Absent: David Misenheimer

Board decisions and Action Items in bold italics.

Minutes from November meeting were approved.

GM Report:

- Evan provided FYI report.
- Review of sales figures. Noted slight improvement – trending upward with customer count, basket size.
- In accordance with our calendar, Evan provided interpretation of B1 and B8.
 - B1-The Board noted that the interpretations provided were more detailed than received in the past. All thought this was much improved over what was previously received. ***Kathleen to meet with Evan to review previous documentation.*** Ten years of data is likely not necessary.
 - B8-Board has not recently had a staff member in this capacity. Essentially the Board needs to be assured that support would be provided as needed. Evan will review and narrow his interpretation of this requirement. Important documents are financial reports and GM FYI.
 - ***Evan will send out revisions.***

Committee Reports

- **Marketing Committee:**
 - **Next meeting – Tues Jan 29th at 5:30 in the café**
 - Next event will be annual meeting/birthday party. John will provide bounce house and band.
- **Finance Committee:**
 - Last meeting was in November and fairly thorough analysis was done on financial status.
 - ***Finance committee will follow up on loan payoffs.*** We have not made payments on either loan. ***We need to include this information in the annual report.***
 - Kathleen will forward amortization schedule for the BIHC loan.

Board Retreat

- Tentatively planned for Sunday Feb 24, 9am-5pm. ***John will send out an agenda.***
- Will use most of the time for vision planning.
- Evan will join the retreat at least for part time.

Board Members Status/Election

- Kathleen's and David's terms expire Spring 2019, Laura's term expires Spring 2020, John's and Rhonda's terms expire Summer 2020
- We have one position open due to CC's departure that we can appoint for one year.
- ***Evan will put up signage in the store regarding the open Board Position.***
- ***Rhonda will update Board application packet.***

Agenda Items for February:

Bylaw review

Next CM Board Meetings (Dates & Location):

Wednesday, February 27, 5:30 pm

Wednesday, March 27, 5:30 pm

Wednesday, April 24 5:30 pm

Wednesday, May 22 5:30 pm