

APPROVED



**Council Meeting Minutes
February 4, 2019
5:30pm**

**Co-op Community Room
Facilitator: Mark
Note Taker: Rob**

Present:

Council: Steven Farnham, Scott Hess Shannon Lessley, Katie Michels, Pat Siergiey, Mark Simakaski, Eva Schectman, Jess Knapp (Staff Rep)
Staff: Doug Barg, Kari Bradley (GM), Stephani Kononan, Kevin O'Donnell, Lisa Rochelle, Tim Wingate, Jay Wisner
Guests: Ed Fox

Begin Recording 1:

1. Welcome, agenda review, time allocation, guest policy review 5:30 (0:02:10)

Change in agenda, Tammy Leno cannot make it to meeting, but still interested in attending to comment during community comments in future. Kari noted they were unable to secure another guest speaker for meeting, so Pat will give presentation about Capstone Community Action, where she works. GM evaluation committee report will be added into agenda. Prepared food presentation needs to be at 7pm.

2. Consent agenda 5:32 (0:03:59)

Mark made motion to accept minutes and refund requests. Shannon seconded.

Scott opened for discussion. None was had.

Vote taken on motion to accept minutes, refund requests. All in favor. None opposed. Motion carried.

3. Cooperative community comments- none at scheduled time, see below for comments from Lisa Rochelle

4. Guest speaker: Pat Siergiey 5:34 (0:05:08)

Pat led presentation about Capstone Community Action. They offer a wide variety of programs, including weatherization, energy efficiency education, food shelf, housing counselors and services, supplemental fuel assistance, children's hour supervised visitation, micro business development program, savings & credit programs, income tax preparation, child and adult care food program, community kitchen academy, head start, family literacy center, and others. Pat's presentation was briefly interrupted.

APPROVED

5:46 (0:17:04) Paused from 5:46 to 5:47 for cooperative community comments (17:07 - 18:14):

Lisa Rochelle came to meeting to offer feedback about plans for this year's Annual Meeting. She suggested that members need much longer than 30 seconds to speak. It's an opportunity for members to express themselves and they should get more time, she believes. Scott noted that there will be another meeting regarding bylaws, will allow for members to say something at that meeting as well. Lisa encouraged that council think about keynote speaker, perhaps shorten keynote time, to give members more time to express what they want to say.

Guest Speaker Pat Siergiey resumed presentation at 5:47 (18:14) and opened discussion to questions. Scott asked about connections or synergy between HMC and Capstone, noted Capstone has programs that work along with what HMC is doing. Kari noted there is overlap in the food programs, Capstone also does education, HMC could play a role in connecting educators to the public. Rob gave an overview of what HMC's community relations team has been talking with Capstone about, plans for workshops, Co-op Cares partnership, etc.

5. Other possible topics, speakers, for council meetings 6:00 (0:31:28)

Kari led discussion. He has invited Jake Claro from Sustainable Jobs Fund to talk about local foods in March. In April, someone from Foodbank will come to talk about food insecurity. Mark noted that Vermont Fresh Network's director might be a good speaker to have. Katie noted that the manager of City Market might be a good person to bring in.

Kari mentioned the upcoming spring event for members. Council needs to think about where and when it should be, and what the focus should be. Scott noted it's similar to a mini-Annual Meeting, members can ask questions and there's usually a topic of focus. Kari noted that the bylaw committee's work could be a focus. Stephani commented that if it's done in April, theme or focus could possibly align with Earth Month. The council agreed that this event should take place and it was proposed that the event be on a midweek evening, possibly Thursday, in April.

6. Annual Meeting committee 6:11 (0:42:09)

Scott led discussion and review of AM committee recommendations. Noted unanimous decision that bylaws will not be focus of AM, there will be special meeting for bylaw changes. It was proposed to have farmer/producer give a talk or be the speaker.

Nov. 7th Thursday night, date is set. Beer/wine will be included. Kari asked about local foods focus. Eva noted emphasis on local speakers, having the local theme be in the food, guest speakers, community award, all under same overall theme. Scott noted it should be light and lightheaded. Mark agreed with local food system focus. Katie also excited about local food focus, liked idea of panel discussion, happy to help with finding people. Steven proposed including information during AM to address price perception.

7. Co-op Community Award 6:19 (0:49:56)

APPROVED

Kari noted they have looked at Vermont Businesses for Social Responsibility and Neighboring Food Co-op Association for potential models. Steven suggested naming award after the person who had originally inspired the idea. Eva suggested finding out how that person feels about having an award named after them first. Scott and Kari noted criteria to win award not fleshed out yet. Scott noted the award process will move forward and it will happen at AM.

8. Committee reports 6:23 (0:53:56)

Scott provided an overview of the Value-Added Communication Pathway Committee, and encouraged council to attend a meeting. Commented that committee is insightful and provides view of inner workings of the Co-op and how staff wants to improve communications. Eva asked for more time for committee reports. Scott noted that extra time will be granted.

Mark noted everyone has gotten link to GM review survey and responses are due by February 18th. Steven asked about having a rolling evaluation of some type for GM eval so it's not all at once. Asked if time could be set aside to talk about that possibility, maybe put together something that would allow for rolling evaluation, done after every meeting.

Eva asked about report from diversity committee. Ashley not able to be present at meeting to provide update. Scott noted they are hoping that the trainer will have a session at March meeting but details are still to be determined. Eva will try to follow up with Ashley.

Scott noted the bylaw committee's work is moving along well.

Break at 6:33

Begin Recording 2

9. Operations report, prepared foods 6:46 (0:01:24)

Kevin O'Donnell, Operations Manager, and Doug Barg, Prepared Foods Manager, joined meeting and provided detailed overview of the prepared foods department. Noted that six-year sales trend has gone up from \$1.5 million in 2013 to \$2.7 million in 2018. Other topics covered included trends in industry, aspects of our customers' experience, our competition, department's challenges, etc. Kari noted department has come a long way and there is a sense of pride in the department among staff members. Council asked about the potential for certain changes/improvements, including a mobile checkout/register station added to current one, more café seating, enclosing deck to make it year-round, selling baked goods offsite, and adding to soup options.

10. Employee compensation report 7:16 (0:30:14)

Kari and Jay provided presentation on employee compensation. It's a shared value that employees should be treated well and compensation is an important part of that. Is also a strategic priority and we are more inclusive than some businesses in terms of what compensation looks like. Jay gave overview of pay structure, levels of pay for nonexempt hourly workers,

APPROVED

average wages, number of employees making at least the Vermont livable wage. Provided some data about current pay, average hourly rate, median and average pay grade, provided comparison to average wages at similar jobs in labor market.

Kari provided overview of benefits, noted pride in benefit package including a strong medical, dental and vision insurance program. Full-time employees contribute nothing in premiums. Benefits also include Paid Time Off, paid holidays, 401k, works compensation insurance and 12 percent Co-op discount, gain share, life insurance, paid breaks, free coffee, unsalable products, and more. Kari reviewed implications, noted we have larger percentage of total sales going to labor than many other co-ops. We have low employee turnover, less than 20 percent for past five years. Provided overview of some legislative changes that may happen and may impact labor, minimum wage may become 15 dollars per hour and potential changes to paid family leave.

11. Monitoring Report L4 7:37 (0:51:04)

Kari began with discussion of Vermont Livable Wage, which HMC uses as a benchmark. Based on single person living in a shared housing. Noted wage is based on a number of assumptions. Asked for any questions about Monitoring Report, there were none.

Steven made motion to accept. Eva seconded.

Opened for discussion. Kari noted an error on page 17, pointed out by Jess, a couple of bargaining unit employees are pay grade 6.

No other comments. **Vote taken on motion to accept report. All in favor. None opposed. No abstentions. Motion passes.**

12. Staff Rep Report 7:40 (0:53:24)

Jess gave an overview of staff rep report. Noted that in her conversations with people, feelings are not as positive, people feeling like they are going through the motions. People would like to change up their tasks, especially in more service-driven departments. Staff-customer altercations were discussed. Staff minority groups not feeling as supported as they feel they should be by management, not sure what to do in those situations. Staff feeling not as involved in their departments as they should be. Pat asked if there is training related to staff-customer altercations. Eva noted that issue is that staff needs to be supported and feel supported. Asked if there is training for managers on how to deal with these concerns and how to make their employees feel supported, suggested more training for managers. Kari agreed and noted more training can happen. Steven asked about term "approved grievance," Jess and Kari provided explanation.

13. General Managers FYI Report 7:46 (1:00:11)

Kari noted a few items. He recently testified at the House Agriculture Committee, as a representative of the food co-op community. The Co-op received word that National Cooperative Grocers has hired new CEO. The Vermont Foodbank is planning a major renovation. Healthy

APPROVED

Living in South Burlington is exploring expansion into Shelburne. Over the past five years, Hunger Mountain has seen 100 percent increase in eNews subscribers and 50% increase in membership.

Katie noted the passing of longtime NOFA-VT Executive Director Enid Wonnacott and was glad that Co-op acknowledged her importance and how much she did. Katie encouraged everyone to celebrate her and her work as much as possible and encouraged everyone to attend upcoming NOFA-VT winter conference, also an opportunity to honor Enid and her work.

14. Wrap-up: actions, communication, calendar, evaluation 7:50 (1:04:45)

Action Items: Kari: start planning dinner and discussion for some time in Spring. Take next steps with pursuing Annual Meeting speakers. Move forward with Annual Meeting award. Eva: will speak with Ashley about diversity committee and training in March.

Third Saturday in March (23rd), NFCA Annual Meeting, council has two seats. Steven, Katie and Mark interested in going. Kari will send reminder. Scott encouraged council members to send agenda item suggestions to Scott and Kari, encouraged council members to be involved in creation of agenda. Stephani noted Give Change recipients, like Capstone, could potentially come to council meeting, present something to council. She will give list to Kari, will share with exec committee. Eva asked about next executive committee meeting, would like regular time set for that committee meeting, even if just for a couple of months.

Calendar: March meeting, Sustainable Jobs Fund coming to talk about local foods. Maybe diversity training. Tammy Leno may come to meeting in March. Scott noted that Ed from Food Co-op in Hanover will give a presentation at a council meeting at some point in the future.

Evaluation: Scott asked for comments. Kari noted tech support may be needed for GoToMeeting. Not sure if Eric was on or not.

15. Council or community comments 7:56 (1:10:47)

Scott noted he received a complaint about Co-op parking lot.

16. Other business 7:58 (1:11:31)

Steven expressed thanks for the outline summary in packet for Tammy Leno, asked for small plates with community dinner before meeting, asked if there could be sign at restrooms asking people to consider those who are waiting, asked about possibility of carbonated water at water stations for customers, and noted that customer bathroom on the left has a sink that needs to be repaired. Kari will follow up on that to have it fixed. Scott noted his appreciation for being asked in the café to relinquish his table to those who were waiting and needed table.

Mark made motion to adjourn meeting. Pat seconded.

All in favor. None opposed. No abstentions. Meeting adjourned at 8:02 (1:16:32).