

## **Open Harvest Board of Directors**

### **Approved Meeting Minutes**

November 8, 2010, 5:35 p.m. – 6:55 p.m. at Irving Rec Center  
2010 Van Dorn Street

- Present** Jim Nelson, Kelsi Swanson, B.J. Birkel, Hank Van den Berg, Gail Kendall, Jon Ferguson, Miles Bryant, Margot Conrad, John Christensen, Sara Moshman, Pepe Fierro, Maggie Pleskac, Carla McCullough, Ingrid Kirst, Keith Dubas, Bob Hutkins, Flame Alligator, Melissa Garcia, Mary Rachael
- Absent** Alisa Kushner, David Murphy, Jill Wertz
- 5:35 p.m.** Welcome to guests, staff and Board members, with introductions. Accept consensus items: November Agenda approved, July and August Meeting Minutes approved and changes to October Meeting Minutes.  
GM Report: accounts payable for 1<sup>st</sup> Quarter as of 9/30/10 (\$159,444.) and inventory (\$241,863) and ratio (.66) reported. Also shared was the private label supplement mock up, the handout for 2<sup>nd</sup> quarter Budget with Grand Opening sales figures compared to the same weeks in 2010 and sales figures, both Member and Non-Member since the expansion.
- 5:47 p.m.** Annual L4 '09-'10 Board Action: Auditors met with the Finance Committee. GM reported on compliance and non-compliance items, including wages, labor and salaries; changes to L4.2.1, L4.4 net income reported non-compliant, and recap of year end L4. Keith Dubas reminded the Board that they must approve L4 annually. The Board will vote after further reporting from GM at next month's Board Meeting.  
1<sup>st</sup> Quarter Report: Sara Moshman reported with Finance Committee Dashboard and questioned what the Board should ask of the GM if it is non-compliant. Kelsi Swanson explained how she has started to meet with store managers monthly and that she can report to the Board, and that she can communicate with other Coops quarterly and share data with the Board. Discussion included net income from the store operation from the GM and reports of net income from Finance Committee Dashboard, and which is more helpful, operational or non-operational. The Board decided the Committee will chart both with an additional graph.
- 6:09 p.m.** Report on Annual Members' Meeting: Discussion included number in attendance (130 – including 15 staff members), cost per person (\$11.50), and whether this is money well spent. Keith Dubas

questioned whether the money should be spent elsewhere, such as membership with CBLD and its benefits. Miles Bryant reported on the budget and the handicap of contacting Members – this year Kelsi Swanson emailed Members if the Store had current email addresses and sent postcards to those that did not – and thanked the people who helped with the event.

- 6:30 p.m.** Board Volunteers for Thanksgiving: Sign up sheet for Board Members distributed by Margot Conrad. Those unable to commit that evening can contact Margot Conrad via email.
- 6:33 p.m.** G's: No changes made to last month's Report but the Board agreed that it needs to recommit to live up to the G's.
- 6:36 p.m.** Board Calendar: 2010 changes to Board Calendar will be reviewed by Ingrid Kirst and reported at next month's Board meeting. Review of 3-5 Year Plan and Board/Staff Retreat: Keith Dubas suggested that the 3-5 Year Plan be the focus of the Board/Staff Retreat. Date of Retreat discussed, including having it after Trader Joe's opening in January '10 and after April 21<sup>st</sup> for financials.
- 6:44 p.m.** January Board Newsletter Article: Jim Nelson suggested that the new Board Chair write the article, Carla McCullough agreed. Bob Hutkins also suggested a past article he wrote re: purchasing policies. Jon Ferguson also suggested the option of an online forum.
- 6:46 p.m.** Board Elections: Slate included Carla McCullough, Chair, Miles Bryant, Vice-Chair, and Bob Hutkins, Scribe. No concerns, slate elected by consensus.
- 6:53 p.m.** Round Us: Discussion included the plans to have the company Round Us to videotape the store. Kelsi Swanson will organize this.
- 6:55 p.m.** Adjourn with the Board moving to Executive Session

Respectfully Submitted,  
Mary Rachael

**Next Meeting:** December 6, 2010, from 5:30 to 7:30 p.m. at Irving Rec Center.