

# GREEN TOP GROCERY COOPERATIVE

## MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

**August 22, 2016**

A meeting of the Board of Directors (the “*Directors*”) of Green Top Grocery Cooperative, an Illinois corporation (the “*Co-Op*”), was held on August 22, 2016 at 7:00pm at the Green Top Grocery office; 2005 Cabintown Rd, Bloomington.

**Directors:** Melanie Shellito, Jerica Etheridge, Alan Langrall, John Plattner, Kimberly Alcorn, Roger Day, Michael Gorman (will be known as Michael G in the minutes), Aaron Watson.

**Directors Absent From This Meeting:** John Plattner

**Also Present:** Michael Pennington, Jodi Stalsworth, Monica Adams

### **Call to Order**

Kim Alcorn called the meeting to order at 7:04 pm and Jodi Stalsworth recorded the minutes. A quorum of directors was present. The meeting, having been duly convened, was ready to proceed with business.

### **Public Comments**

Monica Adams attended the meeting and expressed interest in filling the empty position on the board. Monica introduced herself and talked to the board about her interest in Green Top Grocery. The board had an opportunity to ask Monica questions. The discussion of her working part time for Kelly’s Bakery came up and was discussed.

### **Approval of Minutes**

Jerica motioned to approve the meeting minutes from July 25, 2016. Roger provided a second.

### **Vote: Monica Adams to the board**

Kim made a motion to nominate Monica Adams to the board of directors. Alan provided a second. The board took a vote and the motion carried.

### **Board Retreat**

Kim reminded the board about the location of the potluck and upcoming board retreat. She went over the details of the weekend so that everyone is up to date. Jodi will send the ordering link from Jason’s Deli to Monica so that she can order a sandwich if she wishes. Jodi will also add her email address to the directors list and check on getting office key’s to Monica. Kim reported that we are still waiting on the agenda from Ben.

### **Common Ground Board Meeting**

Kim gave a recap of the board meeting at Common Ground, since not everyone could not attend. The board that attended was able to give feedback about how it ran and the content of the meeting. There were some suggestions of some possible changes that we might adapt in the future. Where we are at, at this time, our meetings are running appropriately. Michael indicated that the summary that was provided to our board via the agenda, was more than is on a typical agenda for Common Ground. He also said there were about ½ owners and ½ staff in attendance. Kim gave the date of the next meeting if anyone would like to attend. There was some side discussions about Common Ground’s potential 2<sup>nd</sup> location and how those things might relate to Green Top sometime in the future.

**VOTE: Accept GM Monitoring Report 2016 EL B-3**

Kim handed out a flow chart to the board and recapped the CBLD session that some of them attended. She indicated that she would be sure to keep it up to date for the rest of the board. Kim then went through and asked everyone if they had an opportunity to read Michael's reports. Michael G made a motion to have the monitoring reports to the board members 10 days prior to the monthly meetings. Aaron provided a second. The board took a vote and the motion carried. Kim went through and asked the questions to all of the board. Each had an opportunity to reply yes or no. Follow-up for things not in compliance were discussed and it will be tracked. The board accepted the EL B3 Asset Protection monitoring report with acknowledgement of non-compliance with an accepted plan of action to be reviewed at the next board meeting.

**July Financials-GM**

Michael reported that every account Green Top has, finally balanced. The monthly goals should go smoothly from this point forward. He asked the board if they needed anything further – Jerica asked about the A/R not being on the books. Michael provided an explanation. He talked a bit about future tracking once the store is open. The money we see as equity is what we actually have. Owners will be prompted to make equity payments when they visit the store.

**Construction schedule / budget update**

Michael reported that the rain is still causing delays. The foundation work should be starting soon, possibly this week. Catalyst will be soon sending update reports to Michael.

Budget update- not a lot of changes. Still looking at a gap. Refrigeration equipment got bumped up since the cooling unit needs to be on the roof. Michael brought up the possibility of a mini owner loan campaign, setting specific benchmarks..... Example, \$100k fully equipped kitchen. Michael will be doing some of the things himself, so that we can save money on several line items. He is looking at ways to balance out some of the overruns we had thus far. He briefly discussed staffing, including Katie going part-time in September.

**Upcoming Events**

Labor Day parade--Coming up! Need walkers, bikers, people dressed as fruit.  
New owner welcome--This one is full! We are turning people away.  
Community impact session is on Thursday @ the Normal Library at 7pm

**Adjournment**

There being no further public business to come before the meeting, the meeting was adjourned at 8:54 pm.

Respectfully submitted,

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Jodi Stalsworth, Administrative Assistant