

GreenTree Co-op Market
410 W Broadway
Mt. Pleasant, MI 48858

Phone: 989-772-3221
Website: greentree.coop



GreenTree Co-Op Market Board of Directors Meeting Minutes
December 13, 2023 | 6pm | Veterans Memorial Library

Attending: Alice Ciccu, Amy Derry, Angie Felton, Debbie Peterson Barb Griggs, Ginny Haight, Janet Sturm, Lee Ruffino, Mike Lents, Sarah Christensen

Staff in attendance: Sarah Moffett

Agenda

1. Check In
2. Agenda – Mike asked for an executive session. Alice made a motion to add an executive session; Barb seconded the motion. Angie made a motion to approve the amended agenda, Janet seconded. Motion passed.
3. Approve November minutes – Angie made a motion to approve the minutes; Ginny seconded. Motion passed.
4. Member Input – nothing to report.
5. Email Update – no valid email has been received.
6. GM Report
 - a. Due to Sarah's departure, the SNAP program requires us to start a new application. Sarah reached out to the NCG Advocacy program for assistance. They will manage this for us, and it should be just a transfer of ownership. For now, Sarah will stay on the paperwork, so we don't lose our ability to accept SNAP payments. Luke will follow up on this as the interim GM.
 - b. Sarah is still listed on the accounts at Isabella Bank. Alice made a motion to remove Sarah from all Isabella Accounts effective 1/1/24; Barb seconded. Motion passed.
 - c. There may be other documents or accounts that will need to have Sarah removed and someone else added. Those issues will be brought to the Board or addressed as needed.
 - d. NCG and other co-ops are adding an 8th Cooperative Principle specifying commitment to diversity, equity, and inclusion. The Board agreed to discuss adoption of this 8th principle at the January meeting.
 - e. The January Board meeting is currently scheduled for January 17th, but the interim GM won't be available then. Alice made a motion to move the January meeting to the 24th to accommodate Luke. Barb seconded. Motion passed.



- f. Janet made a motion to acknowledge receipt of the GM report; Angie seconded. Motion passed.
7. Monitoring Reports
 - a. B7 Board Communication
 - b. B8 Board Support
 - c. Sarah reported compliance with both reports, the Board agreed.
 - d. There was consensus from the Board that the policies and interpretations are appropriate. Amy made a motion to approve Monitoring Reports B7 and B8; Janet seconded. Motion passed.
8. Board Monitoring Report – we are now caught up with all the Monitoring Reports
 - a. D3 Delegation to GM
 - b. D4 Monitoring GM
 - c. It was noted that although the policies are in Basecamp, the interpretations are not stored there. Ginny will move the interpretations into Basecamp.
 - d. Barb made a motion to approve the Board monitoring reports D3 and D4; Ginny seconded. Motion passed.
9. Approve the GM Search Committee Charter
 - a. Janet made a motion to approve the Search Committee's Charter; Amy seconded. Motion passed.
10. BOD and GM Search Committee Budgets
 - a. The contract with Columinate for GM Hiring Support needs to be added to the Board Budget. This amount was already approved in the Search Committee budget.
 - b. Ginny made a motion to move \$4,000 from the Search Committee Budget to the Board Budget; Angie seconded. Motion passed.
 - c. Sarah reported that she just received a draft of the review for FY22 financials. This is a year behind and is not the final report. Coming so late in the year, the value provided by the Review is not evident. The engagement letter from the agency for 2023 work will come in January, and the Board will discuss then whether to continue with the service.
 - d. At the beginning of the meeting, Sarah noted that Basecamp is raising their monthly fee by \$10. Alice made a motion to increase the Board Budget by \$120 to cover the increased cost of Basecamp; Janet seconded. Motion passed.
11. Employee Appreciation
 - a. Janet made a motion to approve giving cash for staff appreciation; Amy seconded the motion. Motion passed.
12. Patronage Rebate Declaration



- a. Each December the Board needs to state their intent on potential store profits, whether to distribute or reinvest. Alice made a motion that the Board shall declare that a percentage of profits earned in 2024 will be distributed to the membership; Angie seconded. Motion passed.
13. Review of 2023:
- a. 2024 Calendar - the Board reviewed the 2024 calendar and made a few adjustments.
 - i. The CCMA meeting is in June in Maine and will be added to the calendar as the Board may want to send someone to attend in person or virtually.
 - ii. Newsletter topics should be decided now for the rest of the year as well as owners assigned. Alice will write the next article introducing the interim GM and the Board's plans for hiring.
 - iii. Board Recruitment plans will be identified for each month.
 - iv. Board Officer elections will be moved to June, or to the month following Board elections, so there won't be a gap in case a Board Officer leaves the Board.
 - v. Calendar Committee will meet in June.
 - vi. Janet made a motion to approve the changes to the calendar; Lee seconded. Motion passed.
14. Executive Session: Angie made a motion to enter executive session; Barb seconded. Motion passed.
- a. Janet made a motion to exit executive session; Barb seconded. Motion passed.
15. Adjournment - Janet made a motion to adjourn; Ginny seconded. The meeting ended at 8pm.