

**Meeting of the
Board of Directors
Of the
Kennett Square Food Co-op**

October 15th, 2018
7:15 pm 138 Prospect Ave. West Grove, PA 19390

Minutes

Roll Call

Directors Present: Britton Mendenhall (Chair), Kevin Booth, Josh Fitzgerald, Maureen O'Shea, Meggie Schaeffer, Lee Sausen

Absent: None

Quorum Present?: Yes

Others Present: None

Proceedings

Opening

- Meeting was called to order with Britton Mendenhall as chair and roll was called. All directors were present.
- Announcements:
 - FAQs (and answers) for the website have been written and are on the drive.
 - The Co-op was present for its final Farmers Market this season. Overall, attending these events was a great success and an outstanding way to meet community members. There are ways to expand and improve on these efforts in 2019 that should be explored.
- No additions to the agenda were suggested and the agenda was approved unanimously.
- The minutes from the meeting of September 10th 2018 (BoD Document No. 19) were approved unanimously.

Scheduled Business

- President's Report
 - The website is essentially ready. Let's launch as soon as possible.
- Treasurer's Report
 - The Treasurer presented a Draft Budget (BoD Document 22), explained the layout of the document and highlighted the upcoming needs of the Co-op.
 - The Treasurer asked for suggestions on how to effectively communicate to future owners that their investment is a risk which may not be returned. It was suggested that a clear message on the sign-up page or a pop-up explaining the nature of the investment could address this issue.

- The Treasurer asked that any revisions or changes to the Draft Budget be submitted by Nov. 1, 2018.

Committee Reports

None

Unfinished Business

None

New Business

- Acceptance of the Draft Budget
 - As this version of the budget is not final, it was decided to wait until a revised and complete version is submitted to formally adopt the document.
- Resolution: Appointment of a Standing Policy/Business Committee (BoD Document #23)
 - The Secretary described the intention of this resolution to formally create a Policy/Business Committee and to act as a model for future standing committees.
 - K.B. moved to adopt the Resolution (BoD Doc #23); J.F. seconded; the motion passed unanimously.
- Policy: Access to Records by Co-op Member-Owners and the General Public (BoD Document #24)
 - The Secretary described the intention of this Policy to formalize a system for Member-Owners and the public to request documents from the Co-op and also expectations for which documents the Co-op would make public and which would be kept private.
 - It was noted that the nature of the Co-op as a community based business with an interest in encouraging ownership and low barriers to ownership has minimal interest in keeping documents that are available to Member-Owners private from the public at large.
 - K.B. moved to adopt the Policy (BoD Doc #24); M.O. seconded;
 - K.B. moved to change the language regarding the distribution of documents about the business and management of the Co-op to the public from 'will not' distribute such documents to the public to 'may choose not' to distribute such documents; B.M. seconded; motion passed unanimously.
 - The main motion passed unanimously.

Commitments Review

- L.S. will create a final draft of the Budget
 - All Directors will submit suggestions and edits by November 1, 2018.
- All Directors will submit photos of Kennett Square for use on the website.

Adjournment

- The meeting was adjourned.
- The Board of Directors will reconvene on November 12th, 2018 at 7:15 PM in West Grove, PA.