

**HARVEST BOARD OF DIRECTORS
PUBLIC MINUTES
5 OCTOBER 2009**

Attending: Betsy Adams, Matt Altman, Steve Clifford, Jessie Grogan, Chris Lively, Don Pierce, Joe Slag, Diane Simpson (board administrator).

Absent (Excused): Jessie Myszka

Meeting minutes taken by Diane Simpson.

Meeting commenced at 7:10 p.m.

Announcements

Diane S. announced that the file cabinet reorganization project was completed. Both file cabinets have been purged of duplicate, unnecessary, or irrelevant materials and are now in usable condition. In addition, the old unlocked file cabinet has been discarded and a new (secondhand) locking file cabinet has been purchased to replace it.

Q: Can we keep board supplies in there, since it locks?

A: Yes, all four drawers of this cabinet lock. We have some room for supplies.

ACTION ITEM Diane S. to purchase dry-erase markers for the board and keep them in the locked file cabinet.

Steve C. announced that he had done some research comparing the benefits offered by Whole Foods with those offered by Harvest. He said that we compare very favorably with Whole Foods and that they do not have some of the benefits that we have.

Second Reading of Proposed Election Bylaw Changes

The only new item: Giving the board the ability to change term lengths so that an empty seat is not perpetuated for three years. Everyone now will have three-year terms. The board needs to have the ability to change term length so that all terms match up.

There was a brief discussion of how to decide who would get the shortened term, but in light of the fact that the current board would not use this new power, it was decided to leave that decision up to the new board.

Motion: Approve Election Bylaw Changes

Jessie G. moved; Chris L. seconded. Approved 7-0-0

Steve C. spoke briefly about having retiring or retired directors doing recruitment. This way current board members would not have to recruit. He noted that the cost of the legal work for the bylaw changes was a thousand dollars.

Annual Meeting Planning

Steve C. gave an overview of the agenda for the annual meeting. It will focus on the big picture and what the board does. For his part of the presentation Steve will mention Harvest's values and let the treasurer get into the details.

There was a brief discussion as to whether to include a slide about exactly how the board guides and monitors the general manager. Ultimately it was decided to simply talk about it while presenting the slide below.

PUBLIC

What's the Board's job?

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graph TD
    Members([Members]) --> HarvestTeam[Harvest Team]
    HarvestTeam --> GM[GM]
    GM --> BofD[B of D]
    BofD --> Members
    Elections[Elections, tabling, feedback] --> BofD
          
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The diagram illustrates the relationship between the Board of Directors (B of D), the General Manager (GM), the Harvest Team, and the Members. The flow is as follows: Members elect the B of D, who hires and oversees the GM. The GM manages the Harvest Team, which in turn manages the Members. There is a feedback loop from the Members back to the B of D through elections, tabling, and feedback.

- Members elect the board to represent their interests
- Board hires & oversees GM to run operations
- GM manages his/her team to run the stores
- Members receive benefits

To be effective:

- Member communication with board
- Board communication with GM
- Effective GM



Meeting of Members
October 28, 2009

Board Packet; public

14 September 2009

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It was suggested that the presentation include language about strengthening the feedback loop, i.e., encouraging members to talk to directors on tabling nights and also encouraging them to attend board meetings.

ACTION ITEM Don P. to check password on board@harvest.coop; get it to Diane S.

Comments and suggestions:

- Spend five minutes at the meeting taking member comments.
- Can we have a feedback phone?
- How about an online comments form?
- Have it say "Make the co-op *financially* sustainable" on page 9.

Motion: Approve September 5 Public Minutes

Steve C. moved, Chris L. seconded, the motion to approve the public minutes as amended.

Approved: 6-1-0

Motion: Close Public Meeting

Jessie G. moved, Steve C. seconded, the motion to close the public meeting. Approved 7-0-0

The public meeting closed at 7:35 p.m.

Action Item Summary

ACTION ITEM Diane S. to purchase dry-erase markers for the board and keep them in the locked file cabinet.

ACTION ITEM Don P. to check password on board@harvest.coop; get it to Diane S.

Harvest MSCC—August 27, 2009

Members present: Chris, Liz, David, Amy, Andrew

1. Annual meeting
 - a. October 28—someone from MSCC will need to present as Liz won't be there
 - b. We will devote most of the September meeting to planning our presentation, and finalize it at the October meeting
2. Tabling
 - a. September 9th:
 - i. Andrew will table in JP
 - ii. David will plan on being at the dinner in Cambridge, schedule permitting
3. Volunteering
 - a. Somerville growing center
 - i. We know Jessie G has talked to them, but are unsure of what else
 - b. The Food Project-- 9/26
 - i. Chris will include details in the next 2 e-mails
 - ii. Liz will e-mail Joe for more info
 - iii. Amy will prepare flyers for tabling by giving Chris the info to update the old flyers
 1. Elections, annual meeting, volunteering, MSCC meetings
4. Volunteer form
 - a. David had a comment about making the question about membership seem less like a gatekeeper.
 - b. Amy will modify the form and send it around again. We approved the form with that change
 - c. Chris will make it available at tabling
 - d. Liz will let Jessie G know about it
5. Online strategy
 - a. Andrew prepared an in-depth analysis of which social media site to use and how

- i. We agreed with his recommendations that a “page” on Facebook (rather than a group” would be the way to go
- b. Andrew is going to draft a 1-page or less memo to the board ASAP
- c. We will give that memo to Jessie G to make sure the board can review at their next meeting in September
 - i. Ask the board what the priorities are—from Andrew’s list
- d. There are a few outstanding questions
 - i. Who will administer?
 - ii. What privacy settings will we use?
 - iii. What are the goals of this strategy?
 - 1. We think that community building, marketing, and increased membership are complementary goals that would all be served by this strategy
- e. We think Joe’s involvement will be important!

MSCC Minutes—September 24, 2009

1. Food Project

Chris had heard from 2 members planning on attending.
We will remind the committee and board about the event.
We will try to take pictures for the annual meeting

2. Meetings in November and December

Are scheduled for Thanksgiving and Christmas. Instead, we will have ONE meeting on December 3rd.
We would like to go out for a celebratory drink afterwards.
Joe, please invite the Board.

3. Tabling/dinners in October

Joe will check in with Laura
Chris will get the October dinner going
Someone please take pictures!

4. Annual meeting

Amy will give the presentation, based on last year's. We worked on the slides

Next month--finish presentation, discuss Facebook strategy.