

Chicago Market Board Meeting

December 5, 2022

Minutes by: James Gignac

Call to Order

With a quorum identified, this meeting was called to order by Matthew Ruffi on December 5, 2022, via Zoom at 7:03pm.

Roll Call

- Board Members in Attendance:
 - Anthony Todd
 - Chris Burns
 - Dana McKinney
 - Donna Curtin
 - Grant Kessler
 - Howie Bollinger
 - James Gignac
 - Lee Herman
 - Matthew Ruffi
- Board Members Absent:
 - Kate Grimm
 - Dr. Leslie Jenkins
- Chicago Market Staff Present
 - Dan Arnett (General Manager)
- Owners/Guests:
 - None

Agenda

- URL for Public Agenda:
 - [https://assets.nationbuilder.com/chicagocooperative/pages/2343/attachments/original/1669906590/Chicago Market Board Meeting Agenda PUBLIC 12.5.22.pdf?1669906590](https://assets.nationbuilder.com/chicagocooperative/pages/2343/attachments/original/1669906590/Chicago_Market_Board_Meeting_Agenda_PUBLIC_12.5.22.pdf?1669906590)

Order of Business

Meeting Intro

- Matthew opened with an update that we are now at 2,273 Owners.

Topic: Consent Agenda Items

- James made a motion to approve the consent agenda items as outlined.
 - Without objection, the consent agenda items were approved.
 - Items were:
 - i. Approval of November 8th Meeting Minutes

Topic: Cash Flow Forecasting

- Matthew presented on the role and importance of cash flow forecasting. The Finance Committee is completing a cash flow forecast and hopes to post it to Basecamp for review this week. Teams will then be asked for input on budgeting for FY23 and FY24. Inquiry was made as to whether recruiting costs for staff positions will be included—this may need to be a placeholder at first but will be noted.

Topic: Treasurer's Report

- Lee addressed the Treasurer's report and noted that our accounting firm, Key Figures, has completed a clean-up of our books.

Topic: Website team update

- Grant reported that the team is focused on preparing a survey for Owners and non-Owners to solicit feedback on what the website should offer. Howie stated that the survey should be available in the next few days for Board members to test out. Lee asked about Google Analytics, and Grant suggested a follow-up conversation with Grant, Howie, and Lee.

Topic: PMO/Team Reports

- Lee inquired about the state of our store design effort. Dan will confer with Karen on ideas for improving the project piece visibility for the Board. Dan will also explore with StoreMasters as to whether it has a project plan that can be shared with the Board within the next couple of weeks.
- Matthew requested that Dan complete a review of key milestones.

- Grant inquired about the reviewing permits item. Dan stated that this has been done, but needs to have the document cleaned up and then can close this out within the week.
- Grant inquired about the construction design item. Dan stated that the timeline needs to be adjusted and will work on cleaning that up.
- Dan will share an analysis of options for applying to National Co+op Grocers and/or Independent Natural Foods Retailers Association (INFRA). Additionally, Dan will prepare draft application materials for the Board to review by Dec. 16.
- Dana will update the Personnel and DE&I team reports.
- Matthew stated that the Uptown Farmers Market team has wrapped on the 2022 season and is finalizing arrangement possibilities for the 2023 season with more details to come.
- Matthew stated that there is a City Council Finance Committee meeting coming up on Dec. 12 and we look well-positioned for that.
- Events Team did a fantastic job on the Holiday Pop-Up Market. Nearly 1,700 people came through the space, and we were able to turn it over and host a youth sports group there the following day.

Topic: GM Report

- Dan acknowledged that several items from last month's report were moved over to this month due to reactive needs and demands on his time.
- Dan spoke to the consideration of restrooms in our store. Due to our capacity and operational needs, it appears that we will need to rely on signage and staff training to be inclusive as to gender identity. James will share an example of how Chicago Public Schools now handles its restrooms and signage.

Topic: DE&I Working Session

- The Board spent time discussing and revising a potential new value that reflects our commitment to diversity, equity, and inclusion.
- James and Dana will seek additional review and continue moving forward with our consideration of the new value.

Topic: Open Forum for Non-Agenda Items/Updates

- No additional items were raised.

Topic: Owner's Forum

- With no additional Owners present, the Owner's Forum was deferred.

Closing

- The meeting was adjourned by Matthew at 8:35pm.