

# Chicago Market Board Meeting

February 23, 2022

Minutes by: James Gignac

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## Call to Order

With a quorum identified, this meeting was called to order by Matthew Ruffi on February 23, 2022, via Zoom at 7:02pm.

## Roll Call

- Board Members in Attendance:
  - Anthony Todd
  - Bob Kunze
  - Donna Curtin
  - Grant Kessler
  - James Gignac
  - Kate Grimm
  - Lee Herman
  - Matthew Ruffi
- Board Members Absent:
  - Chris Burns
  - Dana McKinney
  - Leslie Jenkins
- Chicago Market Staff Present
  - Dan Arnett (General Manager)
- Owners/Guests:
  - Karen Naranjo

## Agenda

- URL for Public Agenda:
  - [https://assets.nationbuilder.com/chicagocooperative/pages/2283/attachments/original/1645635435/Chicago\\_Market\\_Board\\_Meeting\\_Agenda\\_022322.pdf?1645635435](https://assets.nationbuilder.com/chicagocooperative/pages/2283/attachments/original/1645635435/Chicago_Market_Board_Meeting_Agenda_022322.pdf?1645635435)

## Order of Business

### Meeting Intro

- Matthew opened with an update that we are now at 2,146 Owners.

- John Law has resigned from the Board. The Board thanks John for his service.

### Topic: Consent Agenda Items

- Matthew made a motion to approve the consent agenda items. Lee seconded. Without objection, the consent agenda items were approved.
  - Items were:
    - i. Approval of February 9th Meeting Minutes

### Topic: Up & Coming Event

- Matthew discussed the Up & Coming conference scheduled for May 19–21, in-person in Madison, WI. Dan will be speaking. Matthew solicited interest from Board members who may wish to attend.

### Topic: Team Reports

- Funding: Matthew inquired about volunteer interest in grant writing and research. Dan stated he is working on setting up a conversation with the person.
- Volunteer: James inquired about the best way to communicate volunteer needs to Kate. She stated she prefers a to-do in Basecamp. Kate also indicated a desire to recruit more organizers that could become team leads. An additional need is to recruit volunteers for capital campaign callers. Matthew inquired about volunteer opportunity emails; Kate stated those will resume later this week, and will add in capital campaign and Uptown Farmers Market when those get closer.
- SHOP: Kate updated the Board on discussions among the SHOP team about the future of the project. So far, no team members have expressed a desire to lead SHOP; if any Board members are interested, please let Kate and Matthew know.

### Topic: Organizational Development

- Grant discussed Basecamp organization and experiment with “team librarian” roles where each team has a member responsible for organizing projects in Basecamp. Team leaders are encouraged to pursue this. Matthew noted team librarian roles could be good for volunteers interested in “behind the scenes” roles.

### Topic: Uptown Farmers Market

- Kate provided an update on preparation for the 2022 season. Vendor applications are coming in. We are expecting similar resources to be available for SNAP/Link. Matthew is working on accounting clean-ups with Link-Up Illinois. We will also have grant funds available for administrative and processing costs and possibly personnel. We have also completed the City DCASE application.

## Topic: Parking Lot Policy

- Matthew reviewed the status of maintaining the parking lot and keeping it clear for monthly parkers and farmers market season. A small group is reviewing additional options that may be available to us.
- Matthew and Anthony discussed a proposed parking lot security policy.
- James inquired about reference to events and activities in the document. Anthony clarified those provisions are for externally produced events.
- James expressed a desire to work on language or guidance that could involve de-escalation and engagement steps prior to calling law enforcement.
- Matthew noted that once the store is open, parking lot management policy would be developed by the General Manager.
- Dan noted that a certain amount of judgment and a standard of reasonableness should be contained in the policy.
- Anthony suggested a round of editing suggestions to the policy.
- Kate noted that a de-escalation training will likely be offered to Uptown Farmers Market volunteers and any Board members that would like to attend.
- With no further discussion, the matter was tabled.

## Topic: General Manager Report and Update

- Dan summarized outreach activities to community leaders and organizations, as well as other food cooperatives.
- With respect to construction, Dan summarized meetings with contractors and exploration of infrastructure items. Looking to have final drawings ready in time for Chicago Recovery Plan grant application.
- We are working to get final clearances from SHPO.
- Series B materials are in development and initial outreach beginning.

## Topic: Project Plan

- Dan reviewed the status of preparations for our Chicago Recovery Plan (CRP) grant application. Design process is substantially complete; we are awaiting additional cost numbers to come in. CTA engineers are being consulted as well.
- Pro forma revisions are in progress. The CRP packet will be reviewed by Funding team and external reviewer, followed by opportunity for Board review prior to March 9 submittal.
- Karen stated that preliminary plans for Series B and Series A are in the works.
- Karen inquired as to when the revised project reporting format will be kicked off. This will be discussed at the March 9 Board meeting.

## Topic: Open Forum for Non-Agenda Items/Updates

- Matthew stated that Sugar Beet inquired at one of their board meetings if they could sit in on one of our meetings to observe how we operate. No objections were raised.

### Topic: Owner's Forum

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

### Closing

- The meeting was adjourned at 8:33pm.