

Chicago Market Board Meeting

January 2, 2023

Minutes by: James Gignac

Call to Order

With a quorum identified, this meeting was called to order by Matthew Ruffi on January 2, 2023, via Zoom at 7:02pm.

Roll Call

- Board Members in Attendance:
 - Chris Burns
 - Dana McKinney
 - Donna Curtin
 - Grant Kessler
 - Howie Bollinger
 - James Gignac
 - Kate Grimm
 - Lee Herman
 - Matthew Ruffi
- Board Members Absent:
 - Anthony Todd
- 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/1672326986/Chicago Market Board Meeting Agenda 2023-01-02.pdf?1672326986](https://assets.nationbuilder.com/chicagocooperative/pages/2343/attachments/original/1672326986/Chicago_Market_Board_Meeting_Agenda_2023-01-02.pdf?1672326986)

Order of Business

Meeting Intro

- Matthew opened with an update that we are now at 2,281 Owners.

- Dr. Leslie Jenkins has resigned from the Board. The Board thanks Dr. Leslie for her service.

Topic: Consent Agenda Items

- James made a motion to approve the consent agenda items. Without objection, the consent agenda items were approved.
 - Items were:
 - i. Approval of December 5th Meeting Minutes

Topic: Quarterly Review of Refund Policy

- Matthew moved to retain the Board's current policy of not offering refunds. Second by Lee. The Board approved the motion with a vote of 9 yes, 0 no.

Topic: Basecamp Policy Voting Adjustments

- Matthew previewed an upcoming proposal to adjust our policies for Basecamp voting to allow for more expedited voting. After some discussion, the matter was tabled for further consideration.

Topic: General Manager Responsibility Document Adjustments

- On behalf of the Organizational Development committee, Grant presented proposed changes to the Chicago Market Board/GM Project Ownership document. After some discussion, Grant moved to approve the changes. James seconded. The Board approved the changes with a vote of 9 yes, 0 no.

Topic: Treasurer's Report

- Kate provided the new format of financial reports from Key Figures. Kate and Lee will be reviewing to determine the best reporting for the Board and have transitioned various financial mechanics over to Kate.
- Dana inquired about opening parking invoices; Grant and Matthew are working on collections and parking updates.
- Grant requested from the Finance Team a comparison of actual basement remediation costs versus budget.
- Kate stated that a budget should be coming by the end of January.

Topic: Project Management Office (PMO)/Team Reports

- Dan reviewed an updated timeline-to-open document and discussed the status of current consultations with ComEd.

- Store design timeline–Grant inquired about the status of that report. Dan stated the timeline discrepancies should hopefully be resolved soon and that certain items need to be on hold pending engineering resolution.
- Regarding the Audit Committee, Donna volunteered to join the team. Matthew stated the committee should be reestablished in time for the next board meeting.
- The Uptown Farmers Market team will be having a meeting soon to discuss plans for the 2023 season.

Topic: GM Report

- Matthew inquired about the delay in StoreMasters providing us a project plan; Dan is still working on getting the correct deliverable from them. Matthew requested to participate in future StoreMasters meetings.
- Dan will be posting terms for membership in the Independent Natural Food Retailers Association (INFRA) for review.
- Grant expressed appreciation for consulting the Mayor’s office on accessibility plans.
- Additional discussion was had around the status of funding needs.

Topic: Limited Liability Company for Bank Reserve

- Matthew summarized legal formalities needed for receiving bank reserve funding with more details expected later this week.

Topic: Open Forum for Non-Agenda Items/Updates

- On DE&I, James stated that we are still working on seeking additional review of our proposed Justice Value.
- Matthew mentioned a potential idea of working with Grow Uptown community garden.
- Regarding the Owner onboarding and recordkeeping team, Kate noted she is looking to pass that along to another Board liaison if any members are interested.

Topic: Owner’s Forum

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

Closing

- The meeting was adjourned at 8:35pm.