

Chicago Market Board Meeting

April 3, 2023

Minutes by: James Gignac

Call to Order

With a quorum identified, this meeting was called to order by Matthew Ruffi on April 3, 2023, via Zoom at 7:03pm.

Roll Call

- Board Members in Attendance:
 - Dana McKinney
 - Donna Curtin
 - Grant Kessler
 - Howie Bollinger
 - James Gignac
 - John Law
 - Kate Grimm
 - Matthew Ruffi
- Board Members Absent:
 - Anthony Todd
 - Chris Burns
 - Lee Herman
- Chicago Market Staff Present
 - Dan Arnett (General Manager)
- Owners/Guests:
 - Alexa Watson

Agenda

- [Public Agenda](#)

Order of Business

Meeting Intro

- Matthew opened by stating that we are now at 2,299 Owners.

Topic: Consent Agenda Items

- James made a motion to approve the consent agenda items. Matthew seconded. Without objection, the consent agenda items were approved.
 - Items were:
 - i. Approval of March 6, 2023, Meeting Minutes

Topic: Recording of Basecamp Votes

- James read into the record the following Basecamp votes undertaken by the Board:
 - On March 11, the Board voted to approve processing of the GrowUptown gardener payments for the 2023 season.

Topic: Quarterly Review of Refund Policy

- Matthew moved to retain the Board's current policy of not offering Ownership refunds. Kate seconded. The motion was approved with a vote of 8 yes and 0 No.

Topic: Treasurer's Report

- Kate stated that budget request assignments are coming in, and Kate will be working with Dan to add construction budget. Kate is also working on making adjustments and recategorizations to line items in financial reporting based on previous input. Work on the overall budget is progressing and will hopefully be ready for review at our next Board meeting.

Topic: Audit Report Review and Board Acceptance

- Matthew provided background on the self-audit process of FY22. Our vendor was Wegner. The audit result was smooth with a few areas identified for improvement that we will be addressing, such as review of cash disbursements and how leases are handled.
- Matthew made a motion that the Board accept the Audit Report, file it into our official records, and recommend that: (1) The Treasurer/Finance Committee/GM implement these changes and report back at the end of Q2; (2) the Treasurer and/or Finance Committee obtain any/all templates that Wegner is offering; and (3) the Treasurer, working with Key Figures and our GM, together to determine ways to correct items like how we recognize leases and implement this into our standard accounting practices for FY23 and beyond. Donna seconded.
- Discussion: inquiry was made on whether the audit was a one-time event or would be conducted on a regular basis. Matthew stated that the Audit Committee would like to conduct an audit annually but this will be further discussed. Additional clarification was provided on Wegner's recommendations regarding how leases are handled in our bookkeeping.
- The motion passed with a vote of 8 yes and 0 no.

Topic: Project Management Office (PMO)/Team Reports

- Dan provided an update on our updated project timeline that is available in SmartSheets through the PMO project and also summarized in his GM report.
- Dan confirmed that no further steps are needed for our membership in INFRA.
- Matthew inquired as to next steps on DE&I. Dana and James are discussing whether additional volunteers might join the team to develop proposals for Board review.

Topic: General Manager Report (Q&A)

- Dan provided clarifications on equipment procurement.
- Inquiry was made regarding contingency of a construction permit being needed in order to close on TIF and bank lending. Dan stated that this is a risk but not a significant one because these funds are being needed later in the process.
- Dan stated that he anticipates starting job postings for key positions sometime this summer. Dana requested time on the calendar to put things in place for hiring. Dana will also provide content for our next newsletter to solicit interest from volunteers to help with HR needs.
- Howie observed that some of the volunteer tasks or needs that we are recently discussing sound like actual jobs that we should hire people to do. Dan stated that we need to be cautious about timing for bringing on staff and carefully manage budget, cash flow, and risk. James observed that, similar to how the Board has been transitioning from a working board to a governing board, we are also in a transition process of moving from a purely volunteer start-up to a business that pays people to do work for it.

Topic: Open Forum for Non-Agenda Items/Updates

- Dana reminded the Board that we need to start preparing for elections in September. Seven Board members are up for reelection. As previously discussed, we are planning to offer a shift in term length for this election to get the Board back in balance with staggered shifts. Matthew will be preparing a motion for the Board to formally approve this. Dana requested that the Board be aware of potential candidates and help recruit a robust slate.
- Matthew reported that Uptown Farmers Market received a \$1,000 grant award from Compeer Financial, a member-owned farm credit cooperative.
- Kate notes that Uptown Farmers Market starts 1 month from today! We have 27 confirmed vendors; there will be a kids sports event once a month; and the community tabling spots are lined up as well. James will re-share a spreadsheet for Board members to sign up and come table for the Co-op at UFM.

Topic: Owners' Forum

- No additional items were raised.

Closing

- James made a motion to adjourn the meeting. With no objections, the meeting was adjourned at 7:54pm.