

# Chicago Market Board Meeting

May 1, 2023

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 May 1, 2023, via Zoom at 7:04pm.

## Roll Call

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

## Agenda

- [Public Agenda](#)

## Order of Business

### Meeting Intro

- Matthew opened by stating that we are now at 2,303 Owners. Matthew stated that Lee Herman has resigned from the Board. The Board thanks Lee for his service. Matthew stated that we are in the process of transitioning Lee's projects and tasks.

## 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 April 3, 2023, Meeting Minutes
    - ii. Approval of April 20, 2023, Special Executive Session Minutes

## Topic: Recording of Basecamp Votes

- James read into the record the following Basecamp votes undertaken by the Board:
  - There were no Basecamp votes to read into the record.

## Topic: Board Vote: Appointment of Board Member

- Sonia Lewis was introduced as a candidate for Board appointment.
- Matthew moved to appoint Sonia Lewis into the open Board seat vacated by Lee Herman, effective immediately with the term ending October 2023. Dana seconded. The motion was approved with a vote of 8 yes and 0 No.

## Topic: Treasurer's Report

- Kate provided a first glance at the budget. She is working through the various categories along with Eldon.
- For StoreMasters budget, we will be including high-level numbers and StoreMasters will be providing us with detailed project budget on a monthly basis with much more granular information.
- Matthew inquired: for items that are grouped together, are we working on categorizing those? Kate said yes, and she and Eldon are continuing to work on rolling up line items into overall categories.
- Additional discussion was had regarding tracking actual income and expenditures as they come in, incorporation of operating budget once closer to opening, forecasting of cash flow, and use of straight line reporting for items with unknown timing.
- Kate reminded the Board that the budget is a living document that will be continuously updated. It is not yet a shared document but is expected to be so soon.

## Topic: Project Management Office (PMO)/Team Reports

- Grant asked about the Grant Program being categorized as a Finance activity. Kate will follow-up.
- Dana gave an update on Personnel: a second meeting is coming up on May 15.
- Matthew mentioned that Lee had served on the Organizational Development team. If any Board members are interested in getting involved, contact Matthew.

- Kate stated that the Uptown Farmers Market starts on Wednesday, May 3, and we are in good shape.

### Topic: General Manager Report (Q&A)

- Matthew inquired about the status of drawings. Dan reported that ComEd is still working on the electrical concept of how to handle our needs. We need to await the electrical decision for drawings to be completed.
- Dana inquired about the date of electrical service being live. Dan stated that construction can happen without electricity being installed as several activities will be supported with generators.
- Grant asked about getting quotes for steel work. Dan stated that we are awaiting sign-off from CTA to ensure we have agreement on what to do.

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

- Matthew mentioned that the Uptown Chamber is hosting a 100th Anniversary party at the Riviera on Friday, May 5.
- Matthew reported on conversations with the owner Marina's Cafe about helping with access to farmers and food items.
- Dana stated that elections are coming up in the Fall. We have 7 seats up for reelection. We have 5 incumbents running, 6 assuming Sonia runs for election. Thus, we need at least one other candidate to present a slate for a full Board. If anyone is interested in serving on the nominating committee, please contact Dana. All Board members will be asked to lean in and help recruit candidates, especially at places like the farmers market. Tentative timeline for elections is for that to begin immediately after the annual meeting on Sept. 24 and ending on Sept. 28. First Board meeting for new members is Oct. 2.
- Matthew reminded the Board that excellent content is going out on Instagram and other channels about meeting farmers and other updates. Members are encouraged to like, share, etc.
- Dan mentioned that if anyone would like to accompany him on field trips to visit farmers or other suppliers to let him know. Chris suggested that we could invite people from the community to potentially join in some of these tours.
- Kate noted that Wind Ridge Herb Farm is hosting its annual herb sale.
- John announced that he is wrapping up his masters degree in sustainability and plans to offer some pro bono consulting work to the Co-op.
- John noted that a new batch of Chicago Recovery Plan (CRP) finalists is being announced.

### Topic: Owners' Forum

- As no non-Board, non-staff Owners were present, the Owners' Forum was deferred.

## Closing

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