

Chicago Market Board Meeting

June 5, 2023

Minutes by: James Gignac

Call to Order

With a quorum identified, this meeting was called to order by Matthew Ruffi on June 5, 2023, 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
 - John Law
 - Kate Grimm
 - Matthew Ruffi
 - Sonia Lewis
- Board Members Absent:
 - None
- Chicago Market Staff Present
 - Dan Arnett (General Manager)
- Owners/Guests:
 - Karen Naranjo
 - Barb Lange

Agenda

- [Public Agenda](#)

Order of Business

Meeting Intro

- Matthew opened by stating that we are now at 2,324 Owners. The Uptown Art Fair this past weekend was a success.

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 May 1, 2023, Meeting 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: Organizational Development Update – Team/Committee Structure

- Grant presented on updated nomenclature and definitions for committees, teams, task forces, and advisory committees. A reference document is available on Basecamp.
- Dana mentioned that getting in the habit of using correct language will help us clarify what we mean and understand about who is doing what, and assist with expectations and accountability.
- Karen will work on updating PMO documents to ensure teams and committees are accurately identified.

Topic: Treasurer's Report

- Kate stated that the final April financial report is running late. Eldon is working on some additional figures, but there is a tentative report in pre-reading.
- Budget: All teams that had previously spent money with Chicago Market have submitted budgets that have been built into the overall budget. The largest item is store buildout. We are awaiting a finalized construction budget from StoreMasters. The next step is to review for redundancies, review the format with Eldon, and finalize ongoing reporting and management processes. The budget team will also work with Matthew on the cash flow document and extend it for the next 3-4 months.
- Chris inquired about when the operating budget comes to the Board for review and discussion. Kate stated that the main focus right now is getting everything we have now into the budget and review for redundancies; we can then look to move on to review and approval of specific items.
- Grant inquired about the budget's relationship with the pro forma. Kate is working with Eldon on that and noted the timing of the spend makes it hard to match up exactly with the pro forma. Everything in the budget should be pointed to the budget it came from or the pro forma.

- Kate mentioned the handling of insurance policies. The Treasurer has typically handled it, but Kate is looking for help from another Board member. There will be a need to adjust insurance on a monthly basis as we get closer to opening.

Topic: Project Management Office (PMO)/Team Reports

- Grant inquired about the Audit Committee and the status of action items based on recommendations from the audit report. Matthew and Kate stated that there are to-dos created for those, and they can be incorporated into the PMO report. Matthew additionally noted that an error was found in the audit report, and we received a revised report this week. There was no material change to the results or recommendations.
- Dana inquired about the cost controls item in the Finance and Operations report. Kate stated that this is a separate document from the audit and that it is in progress.
- Dana inquired about separate team reports showing up related to Finance. Karen and Kate reported that these should be showing up as merged, and they will check into it again.

Topic: General Manager Report (Q&A)

- Dana inquired about construction information under electrical. Dan stated that transformer installation will happen in September; if we were to need a different model transformer, it could push us much later due to supply chain risks. Additionally, the transformer order is issued based on readiness which includes a concrete pad and linkage/connections to the building in place. These steps are also scheduled to be completed in September.
- Dana requested that GM reports should include connections of milestones needed to reach key points, clearly sketched out and with the relevant actors identified. "Hang-up" points should be documented with efforts being taken to communicate and resolve.
- Matthew inquired about the timeline for sustainability items by John and Dan. John stated that he will be starting in earnest in the next couple weeks, but will mostly be involved in late summer and early fall. Viability check for key sustainability certifications will be a focus, and will engage in design discussions as those emerge.

Topic: Open Forum for Non-Agenda Items/Updates

- James inquired about moving our scheduled July 3 meeting date to July 10.
- Matthew reported that the Uptown Farmers Market is up significantly on attendance and sales from last year. However, the SNAP/Link is not up as much, so we are working on additional outreach and would also appreciate ideas from Board members.

- Kate reported that the farmers market team is working through the waiting list for vendors and adding new products to the line-up.

Topic: Owners' Forum

- Barb expressed appreciation for the opportunity to observe the Board and for our work. Barb is interested in volunteering, and learning more about the organization.
- Karen inquired about how we think about the Uptown Farmers Market and GrowUptown as fitting with our values, goals, and aims. Matthew stated that GrowUptown could become a Chicago Market activity in the future, but initially our involvement is more about care for community and joy. Karen would be interested in thinking about scholarships and grants that could be funded through GrowUptown. The farmers market helps us show people the types of relationships and access to local foods we are building, fitting with our values but also our Ends.

Closing

- James made a motion to adjourn the meeting. With no objections, the meeting was adjourned at 8:00pm.