

Chicago Market Board Meeting Minutes

Jan 8, 2024 7:00 PM

Minutes by: Howie Bollinger

Call to order

With a quorum identified, this meeting was called to order by Howie Bollinger on January 8, 2024, via Zoom at 7:03pm.

Role call

Board officers in attendance

- Matthew Ruffi (**President**)
- Dana McKinney (**Vice President**)
- Kate Grimm (**Treasurer**)
- Howie Bollinger (**Secretary**)

Other board members present

- Grant Kessler
- Malicha Dida
- John Law
- Chris Burns
- Anthony Todd
- Sonia Lewis

Chicago Market staff present

- Dan Arnett (General Manager)

Owners/guests

- Michelle Schutz

Agenda

- 7:00 pm - Gather, welcome, housekeeping
- 7:05 pm - Treasurer's Report
- 7:15 pm - Permitting, StoreMasters, and Timeline to Open
- 7:20 pm - GM Activity & Milestones Report
- 7:25 pm - GM Monitoring Report - B.11 Community Responsibility
- 7:55 pm - Reintroducing the Mission Transition Plan
- 8:00 pm - GM Department Overview presentation - Produce department & POS system
- 8:30 pm - Open forum for any non-agenda items/updates
- 8:40 pm - Owners forum
- 8:50 pm - Adjourn Meeting

Order of business

Meeting intro

- Latest owner count as of January 8, 2024 is 2359.

Topic: Consent agenda items

- Meeting called to order at 7:02 pm.
- No additional consent agenda items.

Topic: Treasurer's Report

- Kate is having weekly meetings with Dan to discuss budget and financials
- Budget presentation scheduled for the next meeting.
- Budget vote planned for the following month.
- February dedicated to budget engagement.
- Questions addressed:
 - Grant inquired about a third type of budget; Kate clarified that all items should be included in the main budget.
 - Dana asked if the budget would be available before the meeting; Kate aims to provide it a week prior.

Topic: Permitting, StoreMasters, and Timeline to Open

- John's involvement in StoreMasters meetings noted.
- Delays acknowledged, mostly beyond control.
- ComED rescinded electrical plan approvals, requiring a new 700 sq ft vault; challenges in finding a suitable location were discussed.
- Store design completion mentioned, pending resolution of electrical issues.
- Questions from Dana and Matthew addressed regarding CTA awareness and alternative options for the electrical issue.

Topic: GM Report with Dan

- Updates on bank negotiations and CTA approval for gas.
- Dan discussed selection for the artisan grain collectors group.
- Questions from Dana, Chris, and Grant addressed regarding milestone dates adjustment, loan closure timeline, and additional charges for Infra services.
- Dan to update the pro-forma within 45 days.

Topic: Monitoring Report

- Dana presented the “trial” monitoring report for B.11 Community Responsibility
- Discussion on compliance with Board responsibilities.
- Mock-vote on interpretation and data adequacy, with a decision to request additional data.
- Matthew’s questions about lead time and prioritization addressed by Dan.

Topic: Mission Transition Plan

- Outline of required actions for store opening discussed.
- Emphasis on project management and evaluation against the plan.

Topic: Department Review

- Dana presented a template for future department overviews.
- Multiple board members requested to review and provide feedback before the next meeting.

Produce

- Produce department discussed, focusing on local sourcing and sales projections.
- Integration with prepared foods and emphasis on quality over price.
- Questions from Dana and Grant about sales percentages, community engagement.

Point of Sale (POS) System

- Overview by Dan on the ECRS system, highlighting capabilities.
- Discussion on convertible terminals and integration with accounting.
- Dana’s question about a POS unit at the Customer Service desk remained unanswered.
- Further questions about electronic tags from ECRS addressed

Topic: Open Forum

- Topics included refund policy (Matthew) and planning for 2024 Uptown Farmers Market (Kate).
- Matthew motioned to maintain Owner refund policy as-is
 - Vote passed unanimously (10 yes, 0 no)
- Grant introduced Lillian, a new marketing volunteer.

Topic: Owner Forum

- Discussion on marketing/promo budget and its connection to developing content with farmers.
- Inquiry about the board's response to developments with the Cornerstone group and its impact on business. Matthew discussed that Chicago Market, as an organization, does not take any public position on real estate developments in our area. We DO need to be aware of who lives and works in our trade area and serve them well with groceries, classes, workshops, etc., so we remain focused on our ends and what we hope to provide the community.

Closing

- Howie Bollinger motioned to adjourn the meeting; With no objections, the meeting was adjourned at 8:58pm.