

MEETING OF THE RISING TIDE BOARD

NOVEMBER 11, 2014

The November 11 meeting of the Rising Tide Board was called to order at 5:35 p.m. by President Catherine Walton. Present were:

Catherine Walton, President  
Sarah Matel, Treasurer  
Beth McPherson

Anna Leavitt  
Mary Ellen Barnes

Also present were members of the Interim GM Team: Karin Swanson (recorder), Dwight Chamberlain, and Candy Bordonaro.

Catherine called for Calendar and Agenda Review and requested that the Board binders be updated for presentation at December's meeting. Catherine will draft a Board Calendar with goals for that meeting as well. In addition, Sarah, as Treasurer, will review a draft of the 2015 budget with the Finance Committee during their December 2 meeting. With respect to Agenda review, it was noted that in Jon's absence, the CIF report would be postponed. In addition, Dana's report regarding GM Search Committee progress listed under Committee Reports on the Agenda will not be presented in person and instead was submitted via email and is appended to this set of minutes. The Board then VOTED unanimously to accept the Calendar Review and Agenda Review as amended.

There followed a request for review of the Consent Agenda which included a request to approve the October 14 Board meeting minutes. The Board VOTED unanimously to approve the October minutes as submitted.

Karin then presented the interim GM report which included comments from Candy regarding insurance reviews and an update from Dwight regarding a change in our internet/phone system. Phase I (internet) is complete; Phase II will be completed sometime in November. In addition, our new server is in the rack and we are waiting for an installation date from ECRS which will allow us to upgrade to a new version of Catapult software. Dwight then commented on the NCG "geekfest" that he attended on behalf of Rising Tide in Bozeman, Montana recently. He also presented a brief facility report which included an update on plans to install a second (used) oven in the deli as soon as propane capacity and venting issues can be resolved. Karin concluded with a brief report on security measures which Rising Tide intends to employ in the near future—including installation of cameras in key areas.

Catherine then called for Committee Reports. The GM Search Committee's report from Dana Wilson is attached to this set of minutes for review.

Beth McPherson then presented the FARMS Committee report. She noted that a locking mechanism will be installed on the entry door upstairs to the FARMS complex. Both Rising Tide and FARMS staff will have a security code for access and will share the expense of installation. With regard to programs, Beth commented on the two classes held since FARMS official opening: The first class featured sea

vegetables presented by Maine Fresh Sea Farms and the second was presented by Brendan McQuillen of Morning Dew Farm involving “A New Take on Thanksgiving.” Two additional classes focusing on fall vegetable cooking and preparing delicious holiday hors d’oeuvres will follow. In addition, Karen Kleinkopf will serve as Youth program Director and as such will promote cooking classes for children after school. Beth also noted that Miles Hospital continues to be interested in collaboration with FARMS—especially in the area of nutrition as it relates to wellness. Catherine also mentioned that she had spoken with Maine Farmland Trust about a publication which could possibly include FARMS programs as part of its content.

Sarah presented the Finance committee report and reviewed the key indicators with the Board. Third quarter sales are up and margin is slowly climbing. Karin pointed out that all of our holiday pre-orders will bring the margin down for October, but by the end of the fourth quarter we should be close to budget. Meanwhile, the interim GM Team is looking closely at personnel costs as they relate to an anticipated decline in sales over the winter months.

Sarah raised the need to identify additional guarantors to provide collateral for our Genesis Loan. The Board will consider likely candidates; Candy suggested reviewing the names of members who have loaned Rising Tide funds in the past. In the meantime, Sarah will frame a descriptor providing background for potential guarantors. Candy will get a Genesis amortization schedule to Sarah in order to determine when the \$100,000 balance would be reached which will release all guarantors from obligation. Finally, it was noted that the MRDA Board will be meeting in December to finalize terms of their extension. Candy will email the date of that meeting to Sarah.

Catherine presented the Nominating Committee report. She requested that Board members email her about potential leads. In the meantime, Catherine will be meeting with a potential candidate this week.

Though there were no Board Governance issues to consider this month, under New Business, Catherine will be emailing Board members information regarding registration for CBLD meetings to be held in New Hampshire in January.

As an additional item under New Business, Candy and Dwight noted the need to improve lighting in the parking area—especially in front of the store. Currently, the store does not appear to be open and as weather deteriorates and darkness envelopes the lot in late afternoon, we will need to address this issue. We will, at the same time, be sensitive to our residential neighbors who have expressed concern about store lighting in the past.

There being no further business, the meeting was adjourned at 6:20 p.m.

From: **Dana Wilson** <[danatwilson@gmail.com](mailto:danatwilson@gmail.com)>

Date: Tue, Nov 11, 2014 at 5:00 PM

Subject: Re: Documents for November 11 Board Meeting

To: candy <[candy.b@risingtide.coop](mailto:candy.b@risingtide.coop)>

Cc: Catherine Walton <[c.walton@thegoodsupply.org](mailto:c.walton@thegoodsupply.org)>, Sarah Matel <[smatel@ceimaine.org](mailto:smatel@ceimaine.org)>, Judy Sandick <[jsandickrt@gmail.com](mailto:jsandickrt@gmail.com)>, Mary Ellen Barnes <[mbarnes@lcrpc.org](mailto:mbarnes@lcrpc.org)>, Anna Leavitt <[anna.h.leavitt@gmail.com](mailto:anna.h.leavitt@gmail.com)>, Jon Weislogel <[islandboatmaine@gmail.com](mailto:islandboatmaine@gmail.com)>, Beth McPherson <[beth1@tidewater.net](mailto:beth1@tidewater.net)>, Karin Swanson <[karin.s@risingtide.coop](mailto:karin.s@risingtide.coop)>, "dwight.c" <[dwight.c@risingtide.coop](mailto:dwight.c@risingtide.coop)>

Hi everyone,

I'm sorry for the late notice, but can't make it to tonight's board meeting. I have a bad head cold and don't want to spread any germs. Here's my GM Search Committee update:

We've placed the General Manager ad in 6 different places and received 4 applications so far. The co-op's next newsletter will include the announcement that we're hiring and a search update from me. At the committee's next meeting on November 19th, we plan to review the ad placements and adjust or renew ads as necessary. We will also be going over the qualifications that will be used to rate applicants once the posting closes December 15th. Kim and Abby (our non-management staff co-representatives) are drafting an addendum to the qualifications. This will address their concerns about defining the ideal manager who will complement the Rising Tide community.

We could use help spreading the word to the broader co-op community. If you have contacts at other stores, please consider sending them a note that we're hiring and include the link to the posting: <http://www.risingtide.coop/general-manager>. Elsa has prepared fliers for handing out or posting. They are in the board wall file in the office. Please help yourself.

Sincerely,

Dana Wilson