

ROANOKE CO-OP BOARD OF DIRECTORS AGENDA

Location: WebEx/CoLab Conference Room A hybrid

Date: June 19, 2023

Time: 5:30pm

Time	Topic	Documents	Presenter	Outcome
5:00 – 5:30	Gather, share food, informal discussions, settle			Eat, enjoy
	Preliminaries			
5:30 – 5:35	Agenda Review, Check-in	Agenda	Chair	Decide
5:35 – 5:40	Review & Approve Last Meeting's Minutes	Draft Minutes	Secretary	Decide
5:40 – 5:45	Member Comment Time		Chair	Listen
5:45 – 6:25	Board Discussions Creating a Community Agreement	Slides, Attachment	Chair	Discuss, Decide
6:25 – 6:35	Process Discussion Refining our shared expectations around email	Suggested Guidelines	Chair	Discuss
6:35 – 6:40	Break			
	GM Reporting			
6:40 – 6:45	Monthly update report	GM FYI reports	GM	Quick Q&A
6:45 – 7:00	B7: Communication to the Board; B8: Board Logistical Support; B1: Financial Condition and Activities	Monitoring reports	GM	Decide (Use Decision Tree)
7:10 – 7:20	Board Decisions Patronage Rebate Retreat Planning - August 19th?	GM Supp Rpt Doodle Poll	Chair Chair	Discuss, Decide Discuss, Decide
7:00 – 7:10	Self-Monitoring C5: Directors Code of Conduct Additional Language?	Policy, Survey Results, Template	Secretary	Discuss

7:20 – 7:25	Closings			
	Review Decisions, Tasks, Assignments		Secretary	Discuss
	Review Board Calendar	Calendar		Discuss
7:25 – 7:30	Preview next meeting topics		Chair	Discuss
	Debrief/Evaluate Meeting	Q's in memo		Discuss
	Adjourn Meeting			Decide
7:30	Goodbye, good job!			

Attachments

1. May Draft Minutes
2. Developing Community Agreements pdf
3. Email Expectations – Draft Guidelines & CBLD Field Guide
4. GM Reports – B7: Communication to the Board; B8: Board Logistical Support; B1: Financial Condition and Activities
5. Monitoring Report Decision Tree
6. Board Monitoring Policy – C5: Directors Code of Conduct
7. Board Monitoring Survey Results
8. C5 Policy Template
9. GM's Patronage Supplemental FYI Report
10. Executive Committee Report
11. Education Committee Report