

**HARVEST BOARD OF DIRECTORS  
PUBLIC MINUTES  
1 FEBRUARY 2010**

Attending: Matt Altman, Steve Clifford, Jessica Hiemenz, Andrew Kessel, Elizabeth Levy, Chris Lively, Rebecca Nemece, Diane Simpson (board administrator), Mike St. Clair (general manager—via telephone), Scotland Willis.

Absent, Excused: Megan Amundson, Jessie Grogan

Meeting minutes taken by Diane Simpson.  
Meeting commenced at 7:03 p.m.

Announcement: Please get GM salary questionnaires to Chris Lively. She would like them before the retreat.

**Public comment**

There was no public comment.

**GM Report**

1) Haiti Relief Fundraising

Harvest associates have responded generously to the crisis in Haiti with a spontaneous fundraising initiative. In the first week after the earthquake, over \$400 had already been donated. Harvest Co-op will be adding \$500 to the total and send the money to the American Red Cross Relief Fund.

Since the public packet was sent out another \$100 has been collected. Mike had a question about matching the staff donations with \$500 from the Community Fund. He had received a positive response from the Board, and hoped for a decision tonight. After a brief discussion the Board decided to allocate the requested funds. It was observed that the Board could ask the MSCC to come up with another relief group to add later.

**Motion: Allocate \$500 of the Community Fund to the Red Cross for Haiti relief.**

Chris moved, and Rebecca seconded, the motion to allocate \$500 of the Community Fund to the Red Cross for Haiti relief. Approved 8-0-0.

2) Annual Holiday Food Bank Campaign

Harvest members and customers donated \$2700 over the holiday season towards the Greater Boston Food Bank and Food for Free. Harvest maintains an ongoing food donation program year round but has organized a seasonal cash campaign now for over ten years.

Mike talked about the results of the holiday food bank collection. This is a cash collection program, and Harvest is simply the pass-through. The money goes to the Greater Boston Food Bank and Food for Free. Over \$30K has been donated in the past ten years.

### 3) ESL

Harvest will be adding another element to its English as a Second Language benefit program this month. Currently, Harvest will reimburse the tuition for any associate who completes an ESL course from any public or private institution. Beginning in January, we also have volunteers in both stores who have offered to give free ESL lessons for interested associates on site for their convenience. Associates only have to pay for the textbook to complete the course.

A director noted that the City of Boston also has free ESOL classes, and asked that this information be passed on to the staff.

### **Board Retreat Planning**

The goal of the retreat is to get together and gel as a group. The summary agenda is below.

- Get to know each other
- Assess past successes and challenges
- Assess future opportunities and challenges
- Identify and prioritize board goals for 2010

### **Update on Board of Directors Training Plan**

Expect 8-10 questions on topics such as: How do you feel about culture? Board development? Feedback on document will be circulated. The time frame will be sometime in April. Email Scotland about board development.

**ACTION ITEM** Scotland to produce a Board of Directors training proposal. Materials will be prepared for the next board meeting.

### **Update on MSCC Online Presence**

The committee did not discuss anything beyond Facebook at their last meeting. They consider marketing and outreach not to be mutually exclusive. The Facebook page would have the Harvest mission, store locations and pictures and the MSCC calendar of events.

They would leave it up to Chris and Mike as to how they want to use the page. The online committee does not want it to be high-maintenance. There are risks and benefits of “the Wall” but as the committee sees it, the benefits outweigh the risks. It’s up to the Board to decide what they do and do not want to see there. The MSCC wants to invite people to the volunteering events. They could have polls, MSCC contact links, and links to various Green fairs, festivals, and trade shows in which Harvest will participate, or has participated in.

### **Motion: Approve MSCC setup of a Facebook page.**

Rebecca moved, and Jessica seconded, the motion to give approval to the MSCC for setting up a Facebook page for Harvest. Approved 8-0-0.

**ACTION ITEM** Andrew will send the Facebook page around for approval.

### **Search Committee for Annual Meeting Location**

This search committee is for a JP location for the annual meeting. Its purpose will be to identify three or four different sites. The Board needs a guarantee that it can meet at a JP location that is:

- Accessible by T
- Accessible by car and has parking
- Close to the JP store
- Handicapped accessible
- Not offensive to anyone
- Equipped with a kitchen and cooking utensils
- Meal-friendly (Harvest can bring food in or they will cater)
- Accommodating of up to 150 people
- Available for set-up by 5 p.m.
- Available for meeting until at least 9 p.m. with cleanup afterwards

There was a brief discussion about whether the Board needed a committee or not, seeing as Jessica does event and conference planning as a professional. Rebecca and Andrew offered to be on the committee, so a committee was set up. Jessica is chair.

**Motion: Set up the Annual Meeting Location Search Committee (AMLSC)**

Steve moved, and Liz seconded, the motion to set up a search committee for the Annual Meeting location. Approved 8-0-0.

**Motion: Approve January Public Minutes**

Scotland moved, and Steve seconded, the motion to approve the January public minutes. Approved 8-0-0.

**Community Fund Process**

The Board needs to come up with a process to get the Community Fund off the books in accordance with GAAP (Generally Accepted Accounting Principles) by the close of the fiscal year. Many ideas were put forth. There are no restrictions on the money. One director pointed out that the money could probably be transferred to the MSCC with certain guidelines attached, and then the MSCC could come up with a thoughtful process as to how to distribute it. Rebecca will collect the Board's ideas and send them to Liz, but the final say will come from the MSCC.

**Motion to Close Public Session**

Steve moved, and Chris seconded, the motion to close the public session. Approved 8-0-0.

The public session was closed at 8:02 p.m.

**Action Item Summary**

**ACTION ITEM** Scotland to produce a Board of Directors training proposal. Materials will be prepared for the next board meeting.

**ACTION ITEM** Andrew will send the Facebook page around for approval.

**MSCC (Membership and Social Concerns Committee) Meeting**  
**Thursday February 25, 2010**

Attending: Amy A. Cotter, David Goldberg, Andrew Kessel, Vidya Sivan, Joe Slag.

A. Community Fund

- Have a little more time than was previously anticipated. Board member Rebecca is spearheading the effort to ID potential recipients, but MSCC asked to recommend a process.
- Previously, looked for 501c(3) organizations that were local and got member input. May want to develop criteria for winners, use opportunity to engage members in, e.g., nominating potential recipients.
- Andrew will take input from the MSCC discussion in meeting and send a proposal before the next meeting for MSCC discussion.

B. Food Project volunteering

- Set for Saturday May 29 and Saturday Sept. 18 from approx. 9:15 - 11:30 a.m. in the Dorchester field

C. Other volunteering

- David will talk with community garden coordinators near Central Sq. for opportunities at other times

D. Harvest Facebook page

- Page up & running after one last check with board - kudos to Andrew and Joe!
- Amy will include regular MSCC agenda item to ask/discuss "anything for the Facebook page?"
- Chris to announce MADs (Member Appreciation Days)
- Amy to announce MSCC meetings
- Joe to announce Food Project volunteering
- Vidya to email Chris with 1-minute activist ideas as they arise

E. Tabling and Dinners

- At board retreat, Andrew to solicit board availability for dinners on April 14 and June 9
- Useful to have topics of the month;
- This month: Fan us on Facebook, May 29 @ the Food Project and others coming up, propose a Member Initiative
- Vidya to develop 1/4 sheet for tabling use using template that Chris will send

F. Other

- Donation Day - good idea; pick up after Community Fund process concludes