

COMMUNITY CO+OP MARKET - BOARD OF DIRECTORS MEETING
 November 10, 2020: 5:00pm – 8:00pm ET
 Virtual Meeting via RingCentral
 Agenda

Time	Topic	Documents	Board Action/ Outcome	Lead
5:00 – 5:05	Gather/Informal discussions/Settle		All are ready for the meeting!	
	Preliminaries			
5:05 - 5:10	Agenda Review	Agenda	Decide	Chair
	Confirm that the August meeting's minutes were approved by e-mail.	August 11,2020 minutes	Let the minutes reflect	Secretary
5:10 – 5:25	Open Member Time – discuss member questions received prior to meeting and via chat function	Question list	Listen & discuss	Chair
5:25 – 5:30	Board Resolution to appoint 2 board members	Resolution	Discuss/ Decide	Chair
	GM Reporting			
5:30 – 5:45	Monthly update report	GM FYI report	Quick Q&A	Chair
5:45 – 6:45	GM Monitoring Report: B2 – Plan & Budget Review of B2 Monitoring Report and discussion of draft 2021 Plan and Budget	B2 monitoring report Draft Plan & Budget	Discuss/ Decide	Chair
6:45 – 7:00	Break			
7:00 – 7:15	GM Monitoring Report: B1- Financial Conditions GM Monitoring Report: B7 – BoD Communication	B1 monitoring report Financial Statements B7 monitoring report	Discuss/ Decide	Chair
	New Business			
7:15 – 7:30	CCM Donations Policy	Draft Policy	Discuss/ Decide	
	Board Policy Review			
7:30 – 7:45	C7 – Board Committee Principles C8 – Governance Investment CCM Board Nominating Committee Charter Form Board Nominating Committee	Policy Register Draft Charter	Discuss/ Decide	Chair
	Closing			
7:45 – 7:55	Review Decisions, Tasks, Assignments Review Board Calendar	Calendar	Discussion Discussion	Secretary
7:55 – 8:00	Preview next meeting topics Debrief/ Evaluate Meeting Adjourn Meeting		Discussion Discussion Decide	Chair
8:00 – 8:15	Executive Session Use separate RingCentral Invite to join Executive Session			

Tips for effective virtual meetings:

- o Join the call at least 5 minutes early so that we can start on time without lots of interruptions from folks jumping into the call.
- o Call in from a quiet place with few distractions. Mute your phone or computer mic, and then make sure to unmute when you want to speak.
- o Identify yourself each time you speak. (With several people on the line, it can be hard to keep track of which voice belongs to which person.)