

TPSS Board of Representatives Meeting

Date: February 22, 2018

Time and Place: 6:00pm, TPSS Conference Room

Board present: Robert Anderson (RA), Melissa Schweisguth (MS), Susan Cho (SC), Susanne Lowen (SL), Mary Rooker (MR), Diane Curran (DC), Adam Frank (AF)

Board absent: Rachel Hardwick (RH), Fred Feinstein (FF)

Staff present: Hussein Choteka (HC), Acting General Manager, Yodit Gebremeskel (YG)
Finance Manager

Others: Joseph Klockner, member (JK) (came late)

Minutes submitted by: Julia Eddy (JE) (taken by MAS)

BOARD ACTIONS:

- The Board approved the January 25, 2018 open session Board meeting minutes as submitted.
- The Board approved revisions to L5 – Budgeting/Financial Planning policy as submitted (appendix A).
- The Board asked the Search Committee to bring a concrete plan for staff and member involvement to next Board meeting.

Open Member Forum:

No members were present at this time. JK arrived later, before the Board committee updates.

Interim GM's updates

RA asked for clarification about Montgomery County labor law re: sick leave, as covered in GM report.

AF asked about risk of fraudulent charges without a chip reader.

RA asked about Earth day tabling for Board members; HC clarified that Denise is managing the event and tabling. DC stated that the Membership Committee was working with her.

Board committee updates:

Policy Committee: Revisions to L5 – Budgeting/Financial Planning policy were approved as submitted (appendix A).

GM Search Committee: Board discussed Drake personality profile test, how it is used and who completed it. MS reviewed search process timeline. Board discussed how Board, staff and members could engage through the process, honing in on staff and member focus group for finalist interviews. MAS and AF noted that the committee handles confidential personnel issues,

making full participation of non-Board members inappropriate, Board asked Search Committee to bring a concrete plan for staff and member involvement to next Board meeting.

Meeting adjourned 7:00pm.

Dinner break 7:00-7:30pm.

Committee Assignments:

Audit and Finance Committee: AF (Chair); RA, MS, SL

Policy Committee: MS, SC, (Co-Chairs); AF, DC

Membership and Community Affairs Committee: FF (Chair); MR, DC

GM Search Committee: MS (Chair); MR, AF

Nominations Committee: RH (Chair); AF, FF

Personnel Committee: RH, RA, MR

Term 2017 Meeting Attendance:

	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
Anderson	*	*	*									
Curran	ex	*	*									
Cho	*	*	*									
Feinstein	*	*	ex									
Frank	ex	ex	*									
Hardwick	*	*	ex									
Lowen	*	*	*									
Rooker	*	*	*									
Schweisguth	*	*	*									

(ex=excused)

Board Terms:

Board Representative	Term:	Term Ends:
Anderson	1 year (consecutive term)	2018
Curran	3 years	2020

Cho	3 years	2019
Feinstein	3 years	2019
Frank	3 years (consecutive term)	2020
Hardwick	3 years (consecutive term)	2019
Lowen	3 years	2020
Rooker	2 years	2018
Schweisguth	2 years	2018

APPENDIX A:

Policy Type: Executive Limitation

Policy Title: L5 – Budgeting/Financial Planning

Adopted: July 2002

Last Revised: [February 2018](#)

The General Manager (GM) shall submit an annual budget that projects revenues and expenses for the Co-op, in accordance with market conditions and Board-approved annual goals and indicators. In developing these estimates, the GM shall seek to ensure that projected budgeted expenses do not exceed projected income levels, while employing conservative assumptions. When presenting the proposed budget, the GM shall provide a report comparing actual expenses to date with the annual budget for the current year to date.

MONITORING:

The Board shall monitor this policy annually through its review of the budget. By voting to accept the budget, the Board certifies that this policy has been followed. The Board retains the right to *not* accept the budget if the Board believes this policy has not been followed.