

MINUTES FROM THE LEXINGTON CO-OPERATIVE BOARD MEETING*April 5, 2021 at via Virtual Conference Call*

Attendance: Matt Caldiero, Hope Hoetzer-Cook, Heather Lazickas, Derek Bateman, Valerie Rettberg-Smith, Alison Wilcox-Lanfear, Rita Jones **Staff Members:** Tim Bartlett, Amanda Cammarano, Phil Kneiting, Elizabeth Vealey, Denise Terrell
Excused: Marissa Pace, Patrick Finan

Heather Lazickas called the meeting to order at 07:03 PM and reviewed the agenda.

Agenda Item	Discussion/Documents Reviewed	Board Action
Review Agenda	Board reviewed the following document: <i>April 5, 2021</i>	
Owner Observers	No owner observers present.	
Conflict of Interest Disclosure	No disclosures.	
BOD Calendar	<p>The Board reviewed the BOD calendar</p> <ul style="list-style-type: none"> - Next Board meeting on May 3, 2021 - Investor Calls will take place on April 15 at noon and 7pm. Board presence is requested. <ul style="list-style-type: none"> • Matt and Alison will be on the noon call • Rita and Valerie will be on the 7pm call • Marissa and Heather will be on a call each - Co-op will take part in Earth Day neighborhood clean ups on April 24. More information to come. - Retreat planning is underway- Heather requested board member assistance with planning 	
Minutes	The Board accepted the March Minutes as written. Motion: Hope, Second: Matt. Vote: 6-0, Motion Passed. (Alison abstained as she was excused from March meeting)	
Board Work	<p>Records Retention: Motion to accept Hope's Records Review Report. Motion: Alison, Second: Rita 7-0</p> <p>Discussion: Hope completed her review of the co-op's records. She will be meeting with Tim in July to settle any remaining loose ends. Tim recommends the board creating a policy around records retention and the frequency of document inspections. secretary site review in 2022 as a follow up to help establish procedure, thereafter, to have a site review every 4-5 years, with Tim reporting in the interim. Hope will draft procedure on how to conduct records review</p> <p>Committee Updates: The policy update committee has been placed on hold until the board completes its work on Ends and Co-op Mission. The co-op will be conducting a Customer Service and Owner Benefits Survey in the next month. This survey will monitor customer satisfaction as well as perception of ownership and owner benefits.</p>	
GM Report	<p>B1: Staff Relations Motion to accept the B1: Staff Relations. Motion: Hope, Second: Derek, Vote: 7-0. Motion Passed. Reasonable Interpretations?: Yes, Data Provided?: Yes, Compliance?: Yes. Discussion: Phil brought forward additional comments from staff.</p> <p>B2: Compensation and Benefits. Tim has requested this report be moved to the July report to provide more complete data. The board has approved this request for the calendar change.</p>	
Executive Session	<p>Motion to enter executive session at 8:55pm. Motion: Hope, Second: Derek Vote: 7-0</p> <p>Attendance: Matt Caldiero, Hope Hoetzer-Cook, Heather Lazickas, Derek Bateman, Valerie Rettberg-Smith, Alison Wilcox-Lanfear, Rita Jones Staff Members: Tim Bartlett, Elizabeth Vealey, Denise Terrell</p> <p>Financial planning and personnel matters were discussed.</p> <p>Motion to adjourn executive session at 9:20pm. Motion: Valerie, Second: Alison Vote: 7-0</p>	
Adjournment	<p>Meeting was adjourned at 9:21 PM. Motion: Alison, Second: Valerie Vote: 7-0</p>	