

ADDRESS

1618 South St.
Lincoln, Nebraska
68502

CONTACT

P: 402.475.9069
E: harvest@openharvest.coop
W: www.openharvest.coop

2019

CANDIDATE

APPLICATION

PACKET



OPEN HARVEST
CO-OP GROCERY





Dear Prospective Board Candidate,

On behalf of the Open Harvest Co-op Grocery's Board of Directors, thank you for expressing an interest in becoming a board candidate. Open Harvest has been a part of the Lincoln community for over 45 years and continues to have a positive impact on the community's access to healthy, local, nutritious food. As opportunities and challenges continue to present themselves, the board is charged with directing and guiding the co-op's path into the future - an important role in our success.

The board requires committed, purposeful directors to contribute to this ongoing work. The responsibilities of directors fall into these three major categories:

1. Work with the general manager to consider opportunities and meet challenges.
2. Oversee the fiscal health of the co-op as we move to restore a positive financial position.
3. Continue our mission of excellent performance in meeting the needs of our owners.

Specifically, the co-op is seeking board candidates who are:

- Dedicated to Open Harvest, its owners, and its mission and ends.
- Willing to learn policy governance, and participate in group decision making and group process in a cooperative, respectful manner
- Able to drive progress on both short and long-term goals and projects.

You are invited to attend one of our monthly board meetings to witness the board in action and get a sense of the valuable work done.

Meetings are held the first Wednesday of the month at:

The Foundry
211 N. 14th Street
6:00 pm - 8:30 pm.

The application process requires that you attend one board meeting by September 4th and complete the following application along with answers to the brief questionnaire in this packet, by August 1, 2019.

The slate of candidates will be approved at the September 4th board meeting. The election cycle will follow and conclude at the 2019 Annual Owner Meeting in late October or early November.

Contact me at **board@openharvest.coop** if you are interested in this leadership role or have any questions regarding the board member responsibilities, application process, or upcoming election cycle.

Yours in Cooperation,

Megan Jackson

Board Chair

Open Harvest Board of Directors





OUR HISTORY

We've been nourishing our community with local food since 1975. Open Harvest Co-op started as a buying club called the "People's Food Co-op" in 1971 in order to provide its members with hard to find products and bulk natural foods. The club opened as a small storefront on 27th and Randolph Street in 1975 and renamed the organization Open Harvest.

By the late 1980s, the co-op was bursting at the seams, and in 1990 the store moved to a much larger location on 16th & South Streets. In 2005, Open Harvest celebrated its 30th anniversary and was incorporated as a legal cooperative. Open Harvest completed an exciting expansion project in 2009, taking over Eyes of the World's retail space next door and nearly doubling the square footage. In 2015, Open Harvest celebrated its 40th anniversary, commemorating a major milestone with the Storymobile project, recording over 14 hours of audio memories from dozens of volunteer storytellers. The final product, a 1-hour podcast was broadcast on KZUM radio.

Now, with more than 2,800 owners, the co-op employs 40 people, carries the products of 90 local vendors and does nearly \$4 million in annual sales. We are a full-service grocery store with an in-house deli and bakery, fresh meat and seafood, and lots of bulk items including flours, cereals, nuts, beans, grains, herbs, and spices. We have a gorgeous produce section with an abundance of local and organic items, and of course a wide range of grocery, supplements, body care, and general merchandise products.

COOPERATIVE PRINCIPLES

Open Harvest Co-op Grocery is based on the values of self-responsibility, mutual self-help, democracy, equality, equity, and community. Our cooperative members believe in the ethical values of honesty, openness, social responsibility, and caring for others.

Open Harvest seeks to uphold the principles defined by the International Co-operative Alliance. They are:

1. Voluntary and Open Membership
2. Democratic Member Control
3. Member Economic Participation
4. Autonomy and Independence
5. Education Training and Information
6. Cooperation Among Cooperatives
7. Concern for Community

OUR MISSION

Where food comes from and how it's produced is important.

And we know that our community of members, farmers, and friends is equally so.

Food sustains us, and how it's grown affects our environment.

That's why we only sell things with "where" and "how" in mind.

It's why we support local farms and businesses, helping our community prosper.

And why we provide a great place to work and shop. Every day, we bring our values to life.





OUR ENDS

Our cooperative is guided by our global ends policy.

It describes the desired outcomes that result from the co-op's activities and gives purpose to the entire organization.

It creates a framework that provides the Open Harvest community with a tangible way to see the value that our co-op brings us.

Progress towards achievement of the Ends is necessarily incremental and forward-looking, as they are meant to be far-reaching, ideal states. With Ends, success is seen as a series of purposeful steps that are inevitably driven by long term plans.

GLOBAL ENDS POLICY

Open Harvest Cooperative Grocery exists so there will be a vibrant community that:

- Has access to healthy, organic, and local food
- Supports economic justice and strengthens the local economy
- Upholds inclusive, socially responsible practices
- Contributes to a strong local food system and a sustainable environment
- Embodies cooperative principles

POLICY GOVERNANCE

The Open Harvest Board uses policy governance, a board governance model that emphasizes long-range, strategic planning; enables accountable board leadership; and provides a process for monitoring and oversight of organizational performance.

This system keeps the board from getting involved in operational details; directors are not given a voice in the way the store operates, personnel decisions, product choices, or other similar issues. Instead, the board process ensures the success of the co-op by working together effectively, empowering and holding accountable the general manager (GM), providing strategic leadership, and perpetuating our democratic organization.

This governance structure requires the board to create policies that define the roles and responsibilities of the board and general manager, and the purpose, mission, and strategies of the organization. The task then becomes monitoring the performance of the board and GM relative to these policies, which is done thoroughly and throughout the year.

**DOWNLOAD OUR BOARD POLICY
GOVERNANCE MANUAL AT:**

<https://bit.ly/31Ey61B>





Open Harvest Cooperative - Board of Directors Calendar July 2019 - June 2020				
Monthly board meetings are typically the 1st Wednesday from 6:00 - 8:30pm, unless noted otherwise. Monthly agendas are posted at the store and on the Open Harvest website.				
Meeting Dates	Policy & Review	Board & General Manager	Ownership & Financial	Strategic Conversations (SC)/ Training
July 10, 2019	Monitor L2, L (Global) Revise L7, L8	Board Election Planning: Recruitment Review Bylaws Establish Annual Meeting Committee	FY 2019/2020 Business Plan & Annual Budget Review Board Budget Finance Committee (FC): 4Q Financials	CCMA Presentation Review Annual Board Priorities
August 7, 2019	Monitor L1 (4Q) Revise L7, L8 Revise Bylaws	The Dirt: Board Chair Update, due 9/1	Annual Meeting Planning	SC: Everyone Welcome Financial Ed: Key Indicators Matrix
September 4, 2019	Monitor L4, L5 Revise L1	Board Self-evaluation (G policies) Planning Review CBLD Contract Renewal Prepare Annual Report Approve Slate of Candidates	Annual Audit/Review (Prelim.) Bylaw Changes to Member-Owners Determine Patronage Rebate	SC: NCG Participation Report
October 2, 2019	Monitor G1-G8 Annual L1 Financial Report Revise L4	Board Self-Evaluation (G policies) Set Agenda for Annual Meeting Plan for New BOD Orientation Approve CBLD Contract Renewal	Review Board Budget Board Elections Annual Audit/Review (Final) FC: 1Q Financials Member-Owner Annual Meeting	Review Annual Board Priorities
November 6, 2019	Monitor L1 (1Q) Revise G1-G8	Board Retreat Planning The Dirt: Board Chair Update, due 12/1 New BOD Orientation	FinMOO Planning Results	SC: TBD
December 4, 2019	Monitor E (Global Ends) Revise L1	Installation of New Directors Board Officer Elections Update Board Contact Information Conflict of Interest Forms	Board Retreat Planning FinMoo Planning	Sheet
January 8, 2020	Monitor L9 Revise E (Global Ends)	Board Retreat Planning Review Committee Charters	FinMoO Review Board Budget FC: 2Q Financials	Policy Governance Training Review Annual Board Priorities
February 5, 2020	Monitor L1 (2Q) Revise L9	Board Retreat Planning The Dirt: Board Chair Update, due 3/1 CCMA Attendance & Scholarship		Matrix Report
March 4, 2020	Monitor L3 Revise L1	Board Retreat Planning for GM Review or RFP/Contract Board-GM Relations (M policies) Review Planning	External Audit/Review Planning	Financial Ed: Margin Minus Labor
April 1, 2020	Monitor M1-M4; L6 Revise L3	Board-GM Relations Review (M policies) Form Board Election Committee GM Evaluation Planning or RFP Submitted	Review Board Budget FC: 3Q Financials	Board Retreat Report: Annual Priorities
May 6, 2020	Monitor L1 (3Q) Revise M1-M4, L6	Board Election Planning Approve GM Contract or GM Evaluation*** Establish Board Calendar The Dirt: Board Chair Update, due 6/1	Approve Board Budget FC: Draft Business Plan & Budget	
June 3, 2020	Monitor L7, L8 Revise L1	Approve Board Calendar Board Election Planning: Recruitment	FY 2020/2021 Business Plan & Annual Budget	





Megan Jackson
Board Chair | Term Ends: 2019



Matt Pirog
Vice Chair | Term Ends: 2020



Rosina Paolini
Secretary | Term Ends: 2020



Jen Burianek
Term Ends: 2021



Aaron Druery
Term Ends: 2021



Skylar Mosby
Term Ends: 2019



Corey Rumann
Term Ends: 2020



Ross Brockley
Term Ends: 2019



Vacant





Thank you for your interest in running for the Open Harvest Board of Directors. Being a director is a rewarding experience and we look forward to learning more about you during the application process.

THINGS YOU NEED TO KNOW

Fiduciary Responsibility

Directors have a fiduciary responsibility to the owners to act in an informed and prudent manner, and they may be held personally liable if they do not. Directors have a duty to represent the owners at large and to act in their best interests. While serving on the Open Harvest Board, your primary interest must be to Open Harvest owners – not the interests of yourself or any other group, including: employees, unions, outside organizations, other food organizations, supermarkets, restaurants, etc.

Board Terms

Open Harvest has a nine-member board of directors. Each member serves a 3-year term. To create continuity, terms are staggered so that three members get newly elected every year.

Committee Work

Directors are expected to contribute to and serve on board committees as needed. Current committees include finance, election, annual meeting, and board operations (comprised of the board chair, vice chair and secretary).

Time Commitment

Monthly time commitment with meetings, communications, and reviewing board packets and other material is typically 5 - 10 hours per month. This may fluctuate with certain projects throughout the calendar year.

Compensation

For their committed service, directors receive an annual stipend of \$150, provided quarterly as a store gift card.

REQUIREMENTS FOR CANDIDATES

To be considered for candidacy, all applicants must:

- Be a current Open Harvest owner in good standing
- Attend at least one board meeting by September 4th to see how the board conducts business and meet current directors. See our website for more information on board meeting times and location: <https://bit.ly/2MT1pdt>.
- Complete application for candidacy, sign the code of conduct agreement, and submit your application by end of day on August 1, 2019.
- Attend the 2019 Annual Owner Meeting in the Fall (late October / early November).

Please send completed application to Board Chair Megan Jackson at **board@openharvest.coop** or drop it off at the customer service desk at the store.

Communication for the nominations process is via email and it is your responsibility to regularly check your email during the nominations process.

If accepted as a candidate, you may have your photo taken by a staff photographer and be asked to participate in a short video interview, which will be made available to owners via Open Harvest's website, social media, at the store, and/or in newsletters.





REQUIREMENTS FOR ELECTED DIRECTORS

Meeting Attendance

If elected, you must attend the following:

- Annual owner meeting
- Board orientation session - prior to first board meeting
- Monthly board meetings - starting December 4, 2019.
- Annual board retreat

Other Requirements

- A solid three-year commitment to the Open Harvest Board of Directors.
- Familiarity with, and adherence to, Open Harvest's bylaws and board policies.
- Preparation for and attendance at all monthly board meetings.
- Attendance at the annual board retreat.
- Attendance at the annual owner meeting every year, typically in October.
- An ability to actively and regularly participate via email, including transmittal of potentially large attachment documents.
- Active participation in the board's meetings, committee work, engagement events, training activities, and recruiting activities.
- Ability to understand financial statements (training provided).
- A genuine interest in cooperative issues and our community.

- A willingness to take responsibility for board duties and work together with understanding, mutual support, and respect to make decisions that will enhance the viability of Open Harvest.
- An ability and willingness to keep certain information and materials confidential.
- Perform board duties in good faith and with such care as an ordinarily prudent person in a like position would use under similar circumstances.
- Bring complete honesty and personal integrity to the board.
- Openly and impartially consider all issues and matters, researching issues and seeking additional expertise where needed.





POLICY TYPE: BOARD PROCESS
POLICY TITLE: G5 - DIRECTORS' CODE OF CONDUCT
ADOPTED: JULY 1, 2015, DECEMBER 6, 2017 (REVISED)

As Directors, we each commit ourselves to ethical, professional and lawful conduct.

G5.1. Every Director is responsible at all times for acting in good faith, in a manner which she/he reasonably believes to be in the best interests of the Cooperative, and with such care as an ordinarily prudent person in a like position would use under similar circumstances.

G5.2. Directors must demonstrate unconflicted loyalty to the interests of the Cooperative's Member-Owners. This accountability supersedes any conflicting loyalty such as that to advocacy or interest groups, membership on other Boards or staffs, and the personal interest of any Director acting as an individual consumer or Member-Owner.

G5.2.1. There will be no self-dealing or any conduct of private business or personal services between any Director and the Cooperative except as procedurally controlled to assure openness, competitive opportunity and equal access to "inside" information.

G5.2.2. Following the installation of newly elected Directors, all Directors must state for the record, to be recorded in the Board meeting minutes, whether they have any conflicts of interest. All Directors must report subsequent potential conflicts-of-interest to the Board as soon as the possibility of conflict develops.

G5.2.3. When the Board is to decide on an issue about which a Director has an unavoidable conflict of interest; that Director shall abstain from the discussion and the Board decision.

G5.2.4. A Director who applies for employment at the cooperative must first resign from the Board.

G5.3. Directors may not attempt to exercise individual authority over the Cooperative, GM and employees.

G5.4. When interacting with the public, the press, or other entities, Directors must recognize the same limitation and the inability of any Director to speak for the Board except to repeat explicitly stated Board decisions.

G5.5. Directors will respect the confidentiality appropriate to issues of a sensitive nature and must continue to honor confidentiality after leaving Board service.

G5.6. Directors will prepare for, attend, and participate fully in Board meetings and trainings.

G5.7. The Chair will dismiss from the Board any Director who accrues either three unexcused absences, or a total of five absences, over the course of the fiscal year.

G5.8. Directors will support the legitimacy and authority of the Board's decision on any matter, irrespective of the Director's personal position on the issue.

G5.9. Any Director who does not follow the Code of Conduct policy can be removed from the Board by a two-thirds majority vote of the remaining Board.

G5.10. Directors who resign from the Board must submit a formal letter of resignation to the Chair at least one week before their final Board meeting.





Note: This form is to be completed by all directors annually and potential candidates before the ballot is published. All current board members must renew within one month following board elections.

I agree to abide by Board Policy G.5 Code of Conduct and any subsequent changes the board makes to that policy. I understand that, if in the opinion of 2/3 of the Open Harvest Board of Directors I have violated the letter or spirit of the code of conduct, the board has the ability to vote to remove me from the board in accordance with policy G.5.

According to policy G.5, I have an affirmative duty to disclose my actual and potential conflicts of interests, including relationships (such as with associations, organizations of which our co-op is a member, co-op employees and vendors), which may pose a conflict of interest in whole or in part with respect to my service on the board. I understand that I have a duty to disclose any additional actual or potential conflicts that may arise and to abide by board policy regarding participation in matters under consideration by the board.

THESE CONFLICTS OF INTEREST ARE LISTED BELOW:

SIGNATURE OF DIRECTOR/CANDIDATE:

DATE:





Please respond to each of the following questions so that the owner voters will know more about you and your interests in serving on the board. Your name and responses to the candidate questions will be printed in a special election newsletter, used on social media, and posted in the store.

Please email a photograph of yourself to be posted with your statement. Send to:
harvest@openharvest.coop

Voting takes place by owners during a two week period starting in October and ending at the annual owner meeting (date TBD).

NAME:

ADDRESS:

CITY:

ZIP CODE:

DAY PHONE:

EVENING PHONE:

EMAIL:

OWNER # (MUST BE IN GOOD STANDING):

Can you commit to serve a three-year term on the Open Harvest Board of Directors?

YES

NO

Do you have a sufficiently flexible schedule that you can consistently attend monthly board meetings?

YES

NO



Disclaimer:

Your full answers to all of the following questions may be placed on the Open Harvest website, in the quarterly newsletter, on the ballot, and in other places where board information is shared with the owners. By completing this application you are giving Open Harvest permission to use your answers publicly. Answers should not exceed 150 words.

Why are you interested in serving on the Open Harvest Board of Directors?

What skills do you bring to a board of a \$4+ million business? Be sure to note any relevant business experience you possess and/or positions of leadership in finance, community involvement, cooperatives, education, and/or boards.



OPEN HARVEST
CO-OP GROCERY

APPLICATION FOR CANDIDACY

What do you feel are the primary challenges and/or opportunities facing Open Harvest, and how could you help to meet such challenges/opportunities?

What is your favorite thing to buy at Open Harvest?



Please return your application by email to the election chair at:

board@openharvest.coop

or mail it to:

*Open Harvest Election Chair
1618 South St., Lincoln, NE 68502.*

**Completed Applications are due
by August 5th.**

Application Checklist

Item To Be Completed	✓
Read Application	
Code of Conduct Agreement	
Contact Information	
Candidate Questionnaire	
Attend 1 Board Meeting	
Email Candidate Photo	
Agreement & Disclosure	
Application Submission	

Agreement & Disclosure

CANDIDATE CERTIFICATION

I have read and agree to abide by Open Harvest's Board Policy G.5 Code of Conduct and any subsequent changes the board makes to that policy:

YES

NO

I have completed the conflicts of interest disclosure form and returned it with my application. I also understand that I will have to disclose any conflicts of interest that should arise in the future:

YES

NO

I agree to Open Harvest's Media Release policy to allow my image and voice to be used in communication & marketing efforts:

YES

NO

My signature attests to the fact that all the information I provided in this application is accurate and complete.

SIGNATURE OF CANDIDATE:

DATE:

