

Fairbanks Community Cooperative Market dba "Co-op Market Grocery & Deli"
Board of Directors Meeting Minutes
Date: April 9, 2018

1. Call to Order/Roll Call
 - a. Board director Annmarie Billingsley called the Fairbanks Community Cooperative Market Board of Directors (Board) meeting to order at approximately 6:00 p.m. at the Literacy Council of Alaska, 517 Gaffney Road, Fairbanks, AK.
 - b. Attendees: Hans Grier, Annmarie Billingsley, Stephen Anderson, Heather Conklin, Jodi Tansky- Secretary, Mary Christensen- GM
 - c. Absences: Chase Nelson- Vice Chair, Richard Seifert – Treasurer, Anduin McElroy- Chair
 - d. Visitors: Linda Schandelmeir – owner, Montean Jackson
2. Read Mission Statement: Annmarie
3. Review and Adopt Agenda: Annmarie added Financial Review to May's agenda review. Also added CCMA discussion to announcements.

Discussion: CCMA- Rich has registered. We found out during the meeting that the Coop did receive one scholarship award to cover registration fee. We could split the difference if 3 people committed to also qualify for the early-bird discount. Annmarie volunteered to coordinate individuals who expressed interest in attending (Chase, Tracy, Annmarie, Jodi).
4. Owner Time: Linda and Montean came to board with the following items:
 - a) High prices- Prices are high and keep many people from coming, even members that are, don't shop there. They feel that the comparable prices have not been advertised since the store first opened. Might be worth it to do more marketing on our prices.
 - b) Expand outreach and educate community on prices, quality and federal assistance programs available to qualified shoppers.

Discussion: See attached letter. Annmarie thanked them for bringing feedback as the board is always welcoming of owners concerns and questions in person at monthly meetings, email to: board@coopmarket.org, or by writing down comments at Customer Service. Mary touched on the Coop Basics brand we offer in the store and explained that we offer SNAP benefits. We do not offer WIC because they do not cover organic produce/products. Jodi also encouraged owners to look for minutes and agenda posted online and in the store at Customer Service.
5. March Minutes: Minutes are approved with no additions.

6. Review March action items:

| Date | Assignment Action Items with Timeline | Status |
|---|--|--|
| 2/12/18 | Jodi to email Kristin past years minutes website posting. | Done. What is the timeline for Kristen to post on the website? Mary to follow-up but suggested 1 week for posting. |
| 2/12/18 | GM Evaluation Committee to prepare GM Evaluation. | See GM evaluation committee report. |
| 2/12/18 | Strategic Planning committee to meet and assign roles for first facilitated discussion in April. | Done. See Strategic Planning report. |
| GM Action & Non-Compliance Monitoring Report Items | | |
| 2/12/18 | Mary to research cost of FNB line of credit. | Not done and addressed in FYI report. |

7. Announcements: May 19 & 20th – Truckload Sale from 10a-4pm on Saturday and Sunday. Strategic Planning Discussion #1 – April 22nd from 5-8pm at the JP Jones Center. CCMA- grant to offset our registration cost was awarded to the Co-op for one registration fee.

a. Discussion: Jodi and Heather suggested on online signup 3-6 months to encourage more advanced notice and higher director turnout . Jodi to create the document on Dropbox, and Anduin/Mary to add events in advance.

8. Committee Reports:

a. GM Evaluation – Jodi updated Board and GM on this year’s process. Copies of process were given to Mary. Board to meet in executive session about GM Evaluation process tonight. Committee was awaiting Ends Policy reporting before starting process; however, due to the delayed Ends report the committee decided to start the process, as not to delay delivery of the evaluation, scheduled for May 14th Board Meeting in executive session. Jodi to send out GM evaluation documents to GM and Board April 10th and they are due back by April 24th.

b. Strategic Planning – Heather and Mary reported that the Strategic Planning Dates are as follows: April 22 (5-8pm), June 5 (TBD), and July 31st (TBD) to be held at the JP Jones Community Center. Board was updated on the proposed process for the discussion that will be facilitated by Alison Carter and Doron Partyka. Committee is to meet again Monday to finalize details of the event. Mary to write opening statement for discussion.

Jodi and Anduin to create a powerpoint presentation to be used at the discussion and store talking about our events.

c. Education/Outreach – Jodi commented that due to the time commitment of the Strategic Planning project we should revisit this in 2 months. Jodi will create an Outreach Signup Sheet to be located on Dropbox to allow directors to sign up ahead of time, maximizing the presence of directors at the events.

d. Financial/member loans - Stephen reported that he and Rich have asked Mary for an updated listing of member loans with due dates, so they can help facilitate the process. Mary to email Stephen and Rich an updated list the week of April 23rd. Jodi encouraged that the Treasurer job description (policy C6 – Officers Roles) be amended to reflect this duty and write down a process on how the GM and Treasurer will work together on this matter. Hans volunteered to help with member loan calling.

9. GM Reporting:

a. FYI Report – Report reviewed by Mary.

Discussion: Mary traveling to the Spring NCG conference tonight through Saturday back east.

b. Monitoring Report Policy A-Ends – Tabled to an email vote, occurring the week of April 23rd upon Rich’s vacation return.

Discussion: Mary is about 60% complete with report, which was unable to be completed due to store operations issues the past week and she was looking for more data to add to the report. Mary to complete Ends policy and email to board on April 16th. Communication on the delayed report was not relayed to the board via the FYI report. Jodi expressed concern on the pattern of operation issues in the past that have prevented monitoring reports from being on time for the board to act appropriately.

c. Monitoring Reports Policy B2- Planning and budgeting – Tabled to July meeting

Discussion: Mary wants to wait to complete this policy until there is a strategic plan to include in the business plan portion of the report. Mary suggested reporting mid-summer. Jodi was concerned that we keep tabling this report without a clear answer on why. A budget is in place; however, the business plan portion is not. Jodi suggested to wait until we are done with the Strategic Planning discussions and have formulated a more solid Business Plan. Mary thought July would be a reasonable time to revisit this report.

10. Closing:

a. Review Action Items (Decisions, Tasks/Assignments)

| Board Decisions |
|--|
| - Policy A Ends - tabled to an email vote, week of April 23rd |
| - Policy B2 - tabled to July meeting |

| Date | Assignment Action Items with Timeline | Status |
|---|--|--------|
| 4/9/18 | Jodi to create Outreach Signup Sheet in Dropbox. Anduin/Mary to add events in advance for directors to sign up. | |
| 4/9/18 | Annmarie to coordinate CCMA attendance with Rich, Tracy, and Chase. | |
| 4/9/18 | Jodi to email Mary and Board GM Evaluation documents April 10 th . | |
| 4/9/18 | Jodi and Anduin to create a PowerPoint presentation to be used at the discussion and store talking about our events. | |
| 4/9/18 | Strategic Planning committee to come up with a refined process for the events, including logistics and needs. | |
| 4/9/18 | Board to conduct email vote on Ends Policy week of April 23 rd . | |
| GM Action & Non-Compliance Monitoring Report Items | | |
| 4/9/18 | Mary to email completed Ends to board on April 16 th . | |
| 4/9/18 | Mary to write opening statement for Strategic Planning discussion. | |
| 4/9/18 | Mary to send member loan repayment information to Stephen and Rich the week of April 23 rd and collaborate on a process on how the project will be carried out. | |
| 2/12/18 | Mary to research cost of FNB line of credit. | |

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b. Review next meetings topics: Policy B1 – Financial condition 1Q, Approve a GM Evaluation/Compensation, Form nominations and elections committee, Financial Review Wegner CPA.

c. The next meeting will be held Monday, May 14th, 2018 at 6:00pm, Literacy Council of Alaska. Potluck reception will be held at 5:30pm. All directors are scheduled to be in attendance. Annmarie may need to call-in.

d. The meeting was adjourned at approximately 8:10 p.m.

Respectfully submitted,

Jodi Tansky
Fairbanks Community Cooperative Market
Board Secretary

Attachment: OwnerTestimony

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Testimony to the Food Coop Board, April 9, 2018

My name is Linda Schandelmeier, and my husband, John Davies, and I are members of the Coop Market (1336). We love the Market and shop there weekly, but in conversations with friends, have encountered some misconceptions and ignorance about the Coop which we believe keep people from shopping there that you should be aware of, and hopefully will aggressively address.

One of the main reasons given for not shopping at the Coop is that prices are too high. This view seems to have originated during the months right after the Coop opened. Of course, I too remember when a gallon of milk at the Coop cost almost \$10, but those prices are long gone. I have not forgotten that on one of those early shopping trips I remarked to my husband, why doesn't the Coop go to Fred Meyers, buy milk for \$4, and sell it for an affordable price?

The difference is that I kept returning to shop at the Coop, buying a few groceries there and some items at other stores in town. Now of course the Coop prices have dropped and are comparable to other stores, but many people have stayed away, still believing that the prices are still high.

There are probably other reasons people are not in the habit of shopping at the Coop too, and that's why I'm pleased that my friend, Montean Jackson, was able to come with me to talk to you about her perceptions of the Market. Both Montean and I were born and raised in Alaska. We remember the days there were grocery stores in downtown Fairbanks, a Market Basket Grocery on Cowles across from Ryan Middle School, a Foodland in the Coop Market building, and a Safeway in what is now the downtown Post Office. Montean is not currently a Coop shopper, but perhaps she might be if she knew more about the store.

Downtown stores contribute to a vibrant community and provide easy access to food for people who live there. I to urge you to expand your outreach to the Fairbanks community in order to set the record straight about prices, quality and the federal assistance programs like WIC that are available to qualifying shoppers. This type of outreach would help grow the number of people who shop at the Coop.

Linda Schandelmeier