

Fairbanks Community Cooperative Market dba "Co-op Market Grocery & Deli"
 Board of Directors Meeting Minutes
 Date: May 14, 2018

1. Call to Order/Roll Call

- a. Board directors: Anduin McElroy 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, Chase Nelson- Vice Chair, Richard Seifert - Treasurer, Anduin McElroy- Chair
- c. Absences: None
- d. Visitors: Tony White, Ken Wallace, Jeffrey Owens

2. Read Mission Statement: Jodi

3. Review and Adopt Agenda: B1 was tabled until June. GM awaiting information to finish report.

4. Owner Time: None. Discussion: Our meeting location could benefit from some signage out front telling owners we are located inside the Literacy Council building even though its closed. Jodi to create sign for posting during meetings.

5. Special Guests: Tony- Working with GM and department managers on understanding margins. He touched on food inflation and its impact on our store. Ken outlined plan and goals for our deli. Jeffrey is excited to work with produce manager and educated us on Co-ops with distributors.

6. March Minutes: Minutes are approved with additions and changes (Spelling correction to "Anderson", adding "Jodi" to CCMA attendees, and Tracy wanted to clarify Outreach sign-up sheet)

7. Review April action items:

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.	Done. Mary also created a sheet on Sign-Ups.com which majority of the board liked. Jodi will remove the Dropbox sheet and we will continue to use Mary's version. Events will be coordinated with Outreach

		committee, Mary, and Kristen. Mary to check if a comments section can be added for people who can only work part of a shift.
4/9/18	Annmarie to coordinate CCMA attendance with Jodi, Rich, Tracy, and Chase.	Done. Annmarie personally paid \$2000 for our registration fee. Mary to reimburse her.
4/9/18	Jodi to email Mary and Board GM Evaluation documents April 10 th .	Done.
4/9/18	Jodi and Anduin to create a PowerPoint presentation to be used at the discussion and store talking about our events.	Not done. Decided to revisit later.
4/9/18	Strategic Planning committee to come up with a refined process for the events, including logistics and needs.	Done. See Strategic Planning report.
4/9/18	Board to conduct email vote on Ends Policy week of April 23 rd .	Not done. Email vote was unproductive. Will vote on it today.
GM Action & Non-Compliance Monitoring Report Items		
4/9/18	Mary to email completed Ends to board on April 16 th .	Done.
4/9/18	Mary to write opening statement for Strategic Planning discussion.	Done.
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.	Not done. Mary to work on next week after Truckload sale.
2/12/18	Mary to research cost of FNB line of credit.	In progress. Mary in touch with loan officer and getting application.

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8. Announcements:

a. Multiple events occurring the next couple months. Please spread the word and sign up to volunteer via the link sent by Mary/Kristin.

1. May 19 & 20th – Truckload Sale 10a-4pm on Saturday and Sunday. Please plan for a short orientation Friday afternoon or arrive early before your shift.

2. Listening Session June 5th.

3. Co-op needs help with Inventory June 30th 8p-12midnight. There will also be an orientation that will be TBD. Mary to follow-up with Board.

Discussion: Work with Mary to coordinate process of adding events to Sign-Up.

b. Hans announced he is not seeking re-election and is looking to resign his position due to his inability to devote as much time as he'd like for the position. He is asking for people to start recruiting interested members. Anduin and Hans to discuss timeline.

9. Committee Reports:

a. GM Evaluation: Chase – Despite best efforts, committee is not prepared to deliver a GM evaluation at tonight's meeting. An executive session will be held for the board to review and finalize the evaluation. Discussion: Monday would be best for Mary before she leaves for vacation. Committee to coordinate time.

b. Strategic Planning: Anduin- Had first listening session April 22nd. Due to limited advertising had only 3 attendees. It was a good dry-run for the board and facilitators. Meeting needs to be set soon. Next listening sessions: June 5th 4-7pm, July 31st 1-4pm at JP Jones community center.

Discussion: The dates were designed to coincide with a JP Tuesday Farmers Market. Heather suggested we need sandwich boards to help attract people.

c. Financial: Richard - that is nothing to report. Still awaiting Mary to send the list of member loans for him and Stephen to start working on it.

d. Elections/Nomination: Anduin – committee needs to be formed for this election year. A charter needs drafted. Anduin started a spreadsheet of terms and a draft charter containing information on resignation and term limits. Annmarie and Hans have both express interest in resignation. Tracy and Anduin are up for re-election this year so they should be exempt. Rich, Stephen, and Jodi volunteered for the committee.

Discussion: We should discuss the annual meeting date, so it can coincide with the election process. Early October was suggested. Annual Meeting committee to be formed in June, add to Board calendar. Mary to talk with Kristin on looking at dates and venues. Appointments can be made by the Board in the event of a director resignation, to which the members vote on at the annual meeting.

- e. Outreach: Heather has been in contact with Kristin on dates and ideas for Outreach. The Committee should resume and meet to work with Kristin on messaging and board engagement. Heather reviewed a few opportunities for the Board:
 - i. Georgeson Botanical Garden is looking for vendors for their Birthday Bash Sunday, June 24th 10-12 and is asking the Co-op if they want to have a booth. Mud Day will be after that event.
 - ii. Downtown Street Fair, Thursday June 21, July 19, August 16th. Kristin wants to know the Boards interest in attending these dates before she commits us to a booth. She needs 2-3 people to volunteer every event. Please Sign up by May 21st.
 - iii. Owner Appreciation Days this week needs volunteers.

Discussion: It would be helpful for the Board to have a “message” or ideas about how to engage our member owners during our shifts. We could use Listening Session questions and collect ideas. Outreach committee to work with Mary and Kristin on questions and common language to use during owner engagement. Clarification was made on the status of the committee.

10. GM Reporting:

- a. FYI Report – Report reviewed by Mary. Mary feeling confident on increasing deli offerings and excited to see progress after NCG consultants meeting with staff management this week.

Discussion: Mary gone May 22nd – June 1st on vacation. Board receptive to suggestion made about adding comments section on FYI document located in Drop Box. If comments and discussion were facilitated beforehand, it could help lessen the length of this topic area in board meeting times.

- b. Monitoring Report Policy A-Ends – Approved in Compliance
 Discussion: Email vote did not work out well. “Proposed revision” was changed in Mary’s report. The Board and GM are undergoing a strategic planning process to re-evaluate Ends and Mission.

11. Closing:

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

Board Decisions		
<ul style="list-style-type: none"> - Accepted Policy A : Ends in compliance - Policy B1 – tabled to June - Election/Nominations committee formed: Richard, Stephen, and Jodi 		
Date	Assignment Action Items with Timeline	Status

5/14/18	Jodi to create a sign for Board Meetings to post outside Literacy Council, communicating with members wanting to attend.	
5/14/18	Mary to inquire on Sign-ups.com on adding a comments section to note for availability of partial shifts.	
5/14/18	Board to check availability and sign up for possible Outreach events (Downtown Street Fair – June 21, July 19, Aug 16) by May 21st .	
5/14/18	Outreach committee to work with Mary and Kristin on questions and common language to use during owner engagement.	
5/14/18	Jodi to add Annual Meeting committee formation to board calendar to June.	
5/14/18	Strategic Planning, Election/Nomination, and Outreach committees to meet prior to June meeting.	
5/14/18	GM evaluation to be finalized and delivered to Mary this month.	
GM Action & Non-Compliance Monitoring Report Items		
5/14/18	Mary to talk with Kristin about Annual Meeting on looking at dates and venues for early October.	
4/9/18	Mary to reimburse Annmarie for CCMA registration fee.	
4/9/18	Policy B2 tabled to July meeting	
4/9/18	Mary to send member loan repayment information to Stephen and Rich and collaborate on a process on how the project will be carried out.	

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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, Financial Review Wegner CPA, Policy B9: Emergency GM Succession, Form Annual Meeting committee.

c. The next meeting will be held Monday, June 11th, 2018 at 6:00pm, Literacy Council of Alaska. Potluck reception will be held at 5:30pm. All directors are scheduled to be in attendance.

d. The meeting was adjourned at approximately 7:50 p.m.

e. The Board entered Executive session from approximately 8:00 p.m. until 8:50 p.m.

Respectfully submitted,

Jodi Tansky
Fairbanks Community Cooperative Market
Board Secretary

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