

Fairbanks Community Cooperative Market dba "Co-op Market Grocery & Deli"
Board of Directors Meeting Minutes
Date: June 11, 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 6:06 p.m. at the Literacy Council of Alaska, 517 Gaffney Road, Fairbanks, AK.
- b. Attendees: Hans Geier, 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: Hilary Shook, Aimee Burgess

2. Read Mission Statement: Chase

3. Owner Time: Introduction made by visiting owners, Hilary Shook and Aimee Burgess, who are interested in learning about becoming board members. Tracy spoke with an owner who commented on how nice the Deli looks, improvements noticed. Anduin reviewed an email received by an owner who noticed a groundskeeper of the Co-op building spraying Round-Up on the weeds outside and reported to the cashier on how that goes against Co-op principles and asked us to inquire about the usage. Mary to follow-up. Heather spoke with an owner about the Lend-a-Hand program award process and if the Co-op would consider looking at primarily food-related programs.

Discussion: Lend-A-Hand program requires an application to the Co-op by any group each October. The board has received multiple comments about the program and decided it is worth the Outreach Committee to meet with Mary and Kristin to discuss changes to the application/aware process.

- 4. Review and Adopt Agenda: B1 was tabled until July. GM awaiting information to finish report.
- 5. May Minutes: Minutes are approved.
- 6. Review May action items:

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.	Done and posted.

5/14/18	Mary to inquire on Sign-ups.com on adding a comments section to note for availability of partial shifts.	Not done.
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 .	Tracy to talk with Kristin about hard deadline for signups.
5/14/18	Outreach committee to work with Mary and Kristin on questions and common language to use during owner engagement.	Tasked to Outreach committee
5/14/18	Jodi to add Annual Meeting committee formation to board calendar to June.	Done. See draft of 2018 calendar on DropBox.
5/14/18	Strategic Planning, Election/Nomination, and Outreach committees to meet prior to June meeting.	See report in minutes.
5/14/18	GM evaluation to be finalized and delivered to Mary this month.	Delivered and awaiting GM compensation proposal by Mary.
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.	Defer to Annual Meeting planning committee. Mary talked with Kristin, who suggested Oct 20 th at the Morris Thompson Visitor Center at 3pm.
4/9/18	Mary to reimburse Annmarie for CCMA registration fee.	Done.
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.	Delayed but Mary will send spreadsheet within the week.
2/12/18	Mary to research cost of FNB line of credit.	Mary has application.

7. Announcements:

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- a. Co-op needs help from board members for inventory. Please spread the word and sign up to volunteer via the link sent by Mary/Kristin.
 - 1. 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.
- 8. CCMA Report:
 - a. Chase, Rich, Tracy, Jodi and Mary reported on sessions attended and outlined take-aways that our Board may benefit from. Topics included: Building a stronger GM-Board relationship, Board Compensation, Staff Retention strategies, Co-op Outreach opportunities and Strategic Planning. Presentations in DropBox for board to review in detail. Next year's CCMA will be in Durham, NC.
- 9. Committee Reports:
 - a. GM Evaluation: Jodi – Evaluation completed and delivered by Rich and Jodi on May 21st. Board awaiting compensation proposal by Mary. Copy of evaluation posted in Drop Box. Mid-year evaluation scheduled for November.
 - b. Strategic Planning: Anduin- Committee met and decided it was best to cancel June 5th listening session due to lack of ability to advertise so close to workload of Truckload Sale and the lack of effectiveness. New strategy to hold staff listening/visioning sessions June 24th and 25th at 7pm, to hear what they value and discuss the Co-ops values. Starting the week after (June 29th) the store will roll-out display that have cards, allowing owners to give feedback on “What I value about the Co-op?” and “What my vision for the Co-op is in 5 years?”. The listening session for July 31st is scheduled 5-8pm but will be held in the store. There will also be opportunities for board engagement at Friday/Saturday samplings to dialogue with owners and get feedback on visioning. Please sign up to help with these events.
 - 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: Jodi – Committee met and discussed about updating our application and refining our candidate process. The committee is in great need on the date of the Annual Meeting to plan part of the process. They request input from Mary and Kristin and want to work on the process together. Rich and Jodi shared information that they learned at CCMA and using that information, the committee will draft a proposal for a new process. Current directors wanting to resign, please submit dates of when that would occur. New directors can be appointed by the board before the next election and then be confirmed by the membership.
 - e. Outreach: Heather and Tracy agreed that Strategic Planning is taking a big amount of time and involves outreach opportunities. Suggestion was made for Tracy to join strategic planning meetings. Tracy to talk with Kristin about status of Downtown Street Fair opportunities.
 - Discussion: Jodi commented on how some Co-ops have four standing committees versus ad-hoc committees. She was curious if our board wanted to visit this idea and combine some of the committees we have. Executive committee to meet and discuss this.

f. Annual Meeting Planning – Anduin: The committee needs to be formed to coordinate the Annual Meeting. Tracy, Chase and Jodi volunteered.

10. GM Reporting:

a. FYI Report – Mary reviewed monthly report. Mary added to report that the Co-op is considering charging \$.10 for bags. This would encourage use of recycled bags and offset cost on buying the paper bags. The bag credit would disappear. More promotions contributed to a great month for sales. We sell local meat around \$10/lb. Mid-State Meats has opened on South Cushman and is offering beef at a lesser cost. Co-op is trying to find a solution to offer local meat and stay competitive.

Discussion: Outpost Boomerang Bags or donated bags could be used to help with the transition. Marketing and campaign ideas presented to Mary. Jodi to email Mary on display for boxes. “Local” meat may need redefining.

b. Monitoring Report Policy B7-Communication to the Board – Approved with acknowledgement of non-compliance B7-1.

c. B1 Tabled to July – Mary awaiting depreciation values from Wegner to include in report.

Discussion: Still awaiting Wegner Annual review to complete B1. Mary to update B1 report within the week.

d. CCMA money- Annmarie: We have \$670 remaining from the Co-op paying for CCMA registration less the cost from the grant. The Board approved to split the money between the four attendees.

11. Closing:

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

Board Decisions		
<ul style="list-style-type: none"> - Accepted Policy B7 – Communication to the Board with acknowledgement of non-compliance B7-1 - Annual Planning committee formed: Tracy, Chase and Jodi 		
Date	Assignment Action Items with Timeline	Status
5/14/18	Tracy to talk with Kristin about Downtown Street Fair – June 21, July 19, Aug 16).	
6/11/18	Outreach committee to discuss with Mary and Kristin about re-visiting Lend-a-Hand guidelines.	
6/11/18	Executive committee to meet and discuss 1) standing vs ad-hoc committees 2) board compensation process	
6/11/18	Add Board compensation to August agenda.	

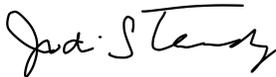
6/11/18	Nominations committee to send application to candidates.	
GM Action & Non-Compliance Monitoring Report Items		
6/11/18	Mary to contact Bachner on Round-Up weed killer use at the Co-op	
5/14/18	Mary to talk with Kristin about Annual Meeting on looking at dates and venues for early October.	
4/9/18	Mary to send member loan repayment information to Stephen and Rich 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.	

b. Review next meetings topics: Policy B1 – Financial condition 1Q, Financial Review Wegner CPA, Policy B2 - Planning and Budgeting, Policy B8 – Board Logistical Support.

c. The next meeting will be held Monday, July 9th, 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 8:12 p.m.

Respectfully submitted,



Jodi Tansky
Fairbanks Community Cooperative Market
Board Secretary