

Fairbanks Community Cooperative Market dba "Co-op Market Grocery & Deli"
 Board of Directors Meeting Minutes
 Date: September 10, 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 6:07 p.m. at the Literacy Council of Alaska, 517 Gaffney Road, Fairbanks, AK.
- b. Attendees: Anduin McElroy – Chair, Mary Christensen- GM, Chase Nelson- Vice Chair, Jodi Tansky- Secretary, Tracy Pitts, Richard Seifert – Treasurer
- c. Absences: Stephen Anderson, Heather Conklin
- d. Visitors: Hilary Shook, Madeline Patterson-Odell

2. Read Mission Statement: Chase

3. Review and Adopt Agenda: Add Annual Meeting Budget under Board Decisions.

4. Owner Time: No comments.

5. August Minutes: Approved as amended with minor corrections.

6. Review August action items:

Date	Assignment Action Items with Timeline	Status
6/11/18	Outreach committee to discuss with Mary and Kristin about re-visiting Lend-a-Hand guidelines.	See Sept FYI report.
6/11/18	Executive committee to meet and discuss 1) standing vs ad-hoc committees 2) board compensation process	Yes. See Executive Committee Report.
6/11/18	Add Board compensation to September agenda.	See Executive Committee Report. Tasked to Financial Committee
8/13/18	Mary to check with Signup.com to see if email reminders can be sent out when events are added.	No partial time slots can be added. Keep Signup.com login email. Mary to email board when events are added.
8/13/18	Signup for Owner Appreciation Days, August 18 & 19th on Signups.com	Richard attended and updated membership list.
8/13/18	Directors to comment on Election Process draft in Dropbox the next 2 weeks (August 27th). To be voted on at September meeting.	Jodi did not receive any comments. New discussion by October meeting.
8/13/18	Chase to contact Andrew Crow for Annual Meeting.	Done. See Annual Meeting Committee Report.
8/13/18	Jodi to forward debriefing notes on 2017 Annual Meeting to Annual Planning committee.	Not done. Keep on.

8/13/18	Chase to coordinate with Literacy Council on setting up a conference phone for the September meeting.	Not done. Keep on.
GM Action & Non-Compliance Monitoring Report Items		
2/12/18	Mary to research cost of FNB line of credit. Non-urgent	See September FYI
7/9/18	Mary and Anduin to sign and return the GM contract to the Secretary.	Done.
8/13/18	Mary and Financial committee to review 1) member loan contract terms, and create a policy on how payment will be returned to members in the event of death 2) talk with Craig Partyka on renewal or continuation of member loans	Done.
8/13/18	Mary to forward policy and promissory note (member loan package) to board so they can make a decision on member loan return.	Not done.

7. Announcements:

- a. The Co-op Market will be showing Food for Change (a movie about Co-ops) on Wednesday, October 10th, 7pm at Ravens Landing. It will be 83 minutes. Popcorn will be served. Board directors are encouraged to attend. \$5 Donation
- b. Anduin is going to add an “Upcoming Dates” to the bottom of the Agenda.
- c. Candidate Meet & Greet, Saturday, September 15th from 12-4pm.

8. Committee Reports:

- a. Executive: Anduin preparing board article for newsletter. Please send additions to her this week. Anduin asked Tracy to train for chair. We are looking for treasurer position. Standing Committee charters drafted by Rich. Please comment the next two weeks. Committee requests the Financial Committee to submit a proposal for board compensation for when we meet GM goals. Gifts/Giveaways policy discussed about whether directors should enter door prizes/Facebook giveaways. Currently the director positions are not compensated.
- b. Strategic Planning: Need work session this month on collecting and distilling values gathered from members at the listening sessions and in store. The goal is to present values at the Annual Meeting.
- c. Financial: Richard – Notified next member whose loans are coming due this month. Fall time is a big time for loan maturation. Richard and Mary working together on a process.
- d. Elections/Nomination: Jodi – Extended application period through September 5th. We have 5 candidates – Anduin McElroy, Tracy Pitts, Hilary Shook, Madeline Patterson-O’dell. Discussion on a potential board candidate that cannot attend meetings until January. Election Process needs additions about elections communications. Request vote next month.

e. Annual Meeting Planning: Tracy – Updates on planning given by Tracy, Chase and Mary. Walk-through of JP Jones scheduled. Anduin requests draft agenda, annual report, and sign-up for Board food. Andrew Crow is a tentative speaker. Discussed inviting local farmers to speak.

9. GM Reporting:

a. FYI Report – Mary reviewed Lend A Hand process and update. Suggestions made for marketing. Improvements in margins. Mary to review Tony White’s letter from NCG and give a possible plan.

b. Monitoring Report Policy B3: Asset Protection: Accepted B3 in compliance

10. Board Decisions:

a. Annual Meeting Budget – This budget falls within operations and will not qualify as a board appropriate decision. Annual Planning committee to discuss with Mary on budget.

11. Closing:

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

Board Decisions		
- Accepted Policy B3: Asset Protection		
Date	Assignment Action Items with Timeline	Status
8/13/18	Mary to check with Signups.com to see if email reminders can be sent out when events are added.	
8/13/18	Signup for Candidate Meet & Greet, September 15, on Signup.com	
8/13/18	Directors to review Election Process draft and vote on October meeting.	
8/13/18	Jodi to forward debriefing notes on 2017 Annual Meeting to Annual Planning committee.	
8/13/18	Chase to coordinate with Literacy Council on setting up a conference phone for the September meeting.	
9/10/18	Financial Committee to draft board compensation proposal and gift policy addition to C5.	
9/10/18	Elections Committee to finalize draft of election process, board election procedures, and plan for balloting/certifying votes.	

9/10/18	Strategic Planning Committee to organize and distill values to present to board in October.	
9/10/18	Annual Planning Committee to draft agenda and logistics plan to present to board in October.	
GM Action & Non-Compliance Monitoring Report Items		
2/12/18	Mary to research cost of FNB line of credit. Non-urgent.	
8/13/18	Mary to forward policy and promissory note (member loan package) to board so they can make a decision on member loan return.	

b. Review next meetings topics: Policy B2: Planning and Budgeting, Approve Elections process, Assign annual meeting tasks, Start preparing for new director orientation/review new member packets

c. Debrief/ Evaluate Meeting- More efficient with less board members and viewing committee reports ahead of time.

d. The next meeting will be held Monday, October 8, 2018 at 6:00pm, Literacy Council of Alaska. Potluck reception will be held at 5:30pm.

e. No planned director absences for next month.

f. The meeting was adjourned at approximately 7:59 p.m.

Respectfully submitted,

Jodi Tansky
Fairbanks Community Cooperative Market
Board Secretary

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