

Fairbanks Community Cooperative Market dba “Co-op Market Grocery & Deli”  
 Board of Directors Meeting Minutes DRAFT  
 Date: June 10, 2019

1. Call to Order/Roll Call
  - a. Board directors: Anduin called the Fairbanks Community Cooperative Market Board of Directors (Board) meeting to order at approximately 6:05 p.m. at the Literacy Council of Alaska, 517 Gaffney Road, Fairbanks, AK.
  - b. Attendees: Anduin McElroy – Chair, Jodi Tansky – Secretary, Mary Christensen- General Manager, Hilary Shook – Vice Chair (by phone), Brian Kassof, Art Gelvin
  - c. Absences: Richard Seifert – Treasurer, Madeline Patterson-O’Dell, Chase Nelson
  - d. Visitors: Josh Carrasco - owner
2. Read Mission Statement: Art
3. Review and Adopt Agenda: Tabled Madeline’s resignation and March Minutes Approval to July. Madeline to meet with Jodi this week. March minutes need review by all directors.
4. Owner Time: Board welcomed owner Josh Carrasco, who wanted to come and experience a board meeting. Likes the products in the store and loves to tell people that he’s an owner. He voiced his difficulty finding access to these board meetings. Board meeting location/times are not readily accessible online or in the store. Website is outdated and needs updated. Board thanked Josh for his feedback and attendance.
5. Wegner Annual Review – Bruce Weber called in to go over annual accounting review. The board unanimously approved Annual Review
6. May Minutes: Approved with corrections. Corrections: Chase was absent.
7. Review May Action Items:

Date	Assignment Action Items with Timeline	Status
4/8/19	Board Development to send Exit Survey to Heather Conklin and the past year departed directors (Stephen, Ann Marie, Tracy, Heather).	Sent via Survey Monkey.
6/7/19	Outreach requests for directors to review Annual Meeting schedule on Dropbox. Hilary to change format from Pages to .doc so changes can be tracked.	Done
6/7/19	Board Development to schedule work on election application and process. Input to be solicited for Board orientation manual.	Hilary and Art invited to review. Meeting set for after 6/15/19
6/7/19	GM would like the Board Directors to review work conduct policy and members in good standing. Brian to send suggestions to Mary on gender identity. Make suggestions and changes by August. Email and track changes.	
<b>GM Action &amp; Non-Compliance Monitoring Report Items</b>		

4/8/19	Mary to update Ends Report with additional figures and to include Core Ideology and Vision. The Board requests the Ends Report information be shared with the owners in written form (press release) within 2 months. By June 30th. Not sure if Kristin will want to do a press release.	Ends Report updated with core values. Follow-up next month.
	GM sent 2019-2020 Evaluation Expectations	Done.

8. Announcements:

a.

b. Brian fixed March minutes and created a more detailed summary of Carolee Coulter's staff review that can be added as an addendum. Brian to upload to Dropbox.

9. FYI Report: GM ask about board considering extending member loans to help with low cash on hand. Art advised to stay on track with repayment. Brian suggested that 0% interest member loans would be eligible. Chase inquired about recognizing the upcoming 4000th member. GM to pass suggestion onto marketing.

10. GM Monitoring Reporting: Approved Policy B3: Asset Protection – 9Y/0N

Discussion: Inquire on how often coverages are reassessed? GM to later report on when those should be. Building security company is new using GEO ARM.

11. Committee Reports:

a. Board Development: Jodi – Currently reviewing board application, process to update “member in good standing” and “employee” status. We need to create an internal policy.

Discussion: Skillset matrix and recruitment suggestion by Art. “Who are we?” pitch suggested by Art and encouraged by Jodi to work on a draft before we hold a Board Director “Meet and greet”.

b. Executive: No report.

c. Financial/Audit: Brian – we have not met

Discussion: Committee will meet to review next quarterly financials

d. Board Governance: Art – Met for the 2018-2019 GM evaluation. Created the new template. Recommend a 2 year contract and asked for GM submission of salary increase, with a comparison to national average. Board B8 Logistical Support was reviewed and changes recommended to further clarify Board and GM roles. Committee to discuss changes with GM prior to next meeting. GM will be out of town in July and Shaun will be delivering the report.

e. Outreach and Planning: Hilary- Apologized for not uploading the report. Many outreach opportunities—Truckload sale and Seedling Swap. Meeting planned for July. Strategic Planning on hold. Hilary to re-upload Annual Planning SOP for directors to review and comment in Word format.

Discussion: Truckload sale went well. Better layout that allowed for more shopper engagement. Seedling Swap was a great idea and recommended again for next year with more advanced advertising and make a shorter (30 minute) swap event, with a pre-drop off time.

12. Board Decisions:

- a. Madeline resignation tabled to next month. Board with like to contact her before making a final decision. Discussion in progress of whether directors should remain in their seat until a replacement is found or term has ended, which is in accordance with our current bylaws.

13. Closing:

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

<b>Board Decisions</b>		
<ul style="list-style-type: none"> <li>• Approved Financial Review by Wegner</li> <li>• Approved Policy B3: Asset Protection</li> <li>• Tabled Madeline’s Resignation to July</li> <li>• Tabled March Minutes to July</li> </ul>		
<b>Date</b>	<b>Assignment Action Items with Timeline</b>	<b>Status</b>
4/8/19	Board Development to send Exit Survey to Heather Conklin and the past year departed directors (Stephen, Ann Marie, Tracy, Heather).	Not done.
6/7/19	GM would like the Board Directors to review work conduct policy and members in good standing by May 27 <sup>th</sup> . Brian to send suggestions to Mary on gender identity. Make suggestions and changes by 6/17/19.	
7/8/19	Art to schedule a doodle-poll on new board meeting time and dates.	
<b>GM Action &amp; Non-Compliance Monitoring Report Items</b>		
4/8/19	Mary to update Ends Report with additional figures and to include Core Ideology and Vision. The Board requests the Ends Report information be shared with the owners in written form (press release) within 2 months.	By June 30 <sup>th</sup> . Not sure if marketing will want to do a press release.

- a. Review next meetings topics: B8: Board Logistical Support
- b. Debrief/ Evaluate Meeting:
- c. The next meeting will be held Monday, July 8th at 6:00pm, Literacy Council of Alaska. Potluck reception will be held at 5:30pm.
  - i. Chase, Anduin, Mary will not be in attendance. Anduin will call-in. Hilary to chair.
- d. The meeting was adjourned at approximately 8:12 p.m.

Respectfully submitted,  
 Fairbanks Community Cooperative Market  
 Board of Directors Meeting Minutes:  
 June 7, 2019

Jodi Tansky  
Fairbanks Community Cooperative Market  
Board Secretary

Fairbanks Community Cooperative Market  
Board of Directors Meeting Minutes:  
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