

Fairbanks Community Cooperative Market dba “Co-op Market Grocery & Deli”  
 Board of Directors Meeting Minutes  
 Date: July 8, 2019

1. Call to Order/Roll Call
  - a. Board directors: Art called the Fairbanks Community Cooperative Market Board of Directors (Board) meeting to order at approximately 6:08 p.m. at the Literacy Council of Alaska, 517 Gaffney Road, Fairbanks, AK.
  - b. Attendees: Anduin McElroy – Chair (by phone until 6:36pm), Jodi Tansky – Secretary, Mary Christensen- General Manager, Brian Kassof, Art Gelvin, Richard Seifert – Treasurer, Madeline Patterson-O'Dell
  - c. Absences: Chase Nelson, Hilary Shook
  - d. Visitors: None
2. Read Mission Statement: Jodi
3. Review and Adopt Agenda: Tabled Monitoring Report B8 to August.
4. Owner Time: None
5. March and June Minutes: Approved with corrections. Corrections: Chase was absent and Bruce Weber delivered the financial review.
6. Review June 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).	Done. Sent by Survey Monkey and awaiting responses.
6/7/19	Outreach requests for directors to review Annual Meeting schedule on Dropbox by May 27 <sup>th</sup> . 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	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.	Keep on. GM unable to work on at the moment. Please comment by next month, August.
<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)	Ends Report Done. GM needs to talk to Marketing. Check in August

	within 2 months. By June 30th. Not sure if marketing will want to do a press release.	
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7. Announcements:

- a. The Co-op Board received a letter from the Literacy Council stating they will no longer be able to support our monthly Monday meetings starting next week. Anduin suggested that Executive committee meet to discuss venues. Third Monday would be better for GM. Art to conduct Doodle poll for best dates and times. Executive Committee to find location.

8. Mission minute: Jodi - What is D&O insurance?

- a. Jodi will follow-up on further questions about unpaid taxes with Hale & Associates and access to our policy.

9. FYI Report: GM reviewed past monthly store happenings.

Discussion: Rich concerned about store sales declining since last year. GM has a strategy to look at the variables this month and through August, when NCG specialist comes up to reset meat. Marketing strategy plan in place for tourism and military. GM would like the Finance Committee to reconsider rolling over 0% interest loans to help with cash flow.

10. GM Monitoring Reporting: Policy B8: Board Logistical Support tabled to August

Discussion: GM and chair to meet on changes made by Board Governance Committee

11. Committee Reports:

- a. Board Development: Jodi – Met with Hilary and updated “ElectionProcess 2019” and “BoardCandidatePacket19”. An email vote will be needed before the end of July to meet Marketing’s deadline of the “Call for Candidates” – August 3<sup>rd</sup>. Committee needs to add “Member in Good Standing” to packet.

Discussion: Language added to application about employee status and board meetings attended. Committee also clarified “Resignation of Director” because of the current turnover and added a line about “reimbursement for training and travel”. Board asked to review document and track changes. Madeline requests to ask for a policy on director medical leave. The Board will still have the purvey to make a case-by-case decision on resignations based on majority vote. We want to make the expectation of directors to fulfill their elected term.

- b. Executive: No report.  
c. Financial/Audit: Committee met and brought Rich up-to-date with changes. They are scheduled to meet to review quarterly financials.  
d. Board Governance: Art – Received GM’s 2019-2020 Expectations & Goals. Reviewed Monitoring report B8, Anduin to communicate changes with GM. Scheduled to review B5 next meeting.  
e. Outreach and Planning: No report.

12. Board Decisions:

- a. The board voted to remove Madeline’s resignation. Madeline present to withdraw resignation.

13. Closing:

a. Review Board Decisions and August Action Items

<b>Board Decisions</b>		
<ul style="list-style-type: none"> <li>• Tabled Monitoring Report B8: Board Logistical Support to August</li> <li>• Removed Madeline's resignation.</li> </ul>		
<b>Date</b>	<b>Assignment Action Items with Timeline</b>	<b>Status</b>
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.	Keep on. GM unable to work on at the moment. Please comment by next month, August.
7/8/19	Art to create Doodle poll for directors on Board meeting dates and times so Executive Committee can start looking for new venues for monthly board meetings.	
7/8/19	Jodi to inquire at Hale & Associates about D&O Insurance – Does our policy cover us for unpaid taxes?	
7/8/19	GM to meet with Finance committee re: rollover eligible owner loans.	
7/8/19	Board Development to make policy recommendation to Board Governance re: elections	
7/8/19	Board Development to conduct email vote on Election Application & packet before end of August.	
7/8/19	Jodi to create Action Items folder that will move with the meeting folders to hold items needed for action items of the month.	
7/8/19	Jodi to confirm with Anduin re: moving into Seat I (1 year term) this coming election cycle. If yes, Art will run for 3 year election term.	
<b>GM Action &amp; Non-Compliance Monitoring Report Items</b>		
4/8/19	The Board requests the Ends Report information be shared with the owners in written form (press release).	GM to talk to Marketing. Check in August

- a. Review next meetings topics: B8: Board Logistical Support, B1: Financial Condition 2Q; and B5 Treatment of Customers
- b. Debrief/ Evaluate Meeting: None.
- c. The next meeting will be held Monday, August 12th at 6:00pm, Literacy Council of Alaska. Potluck reception will be held at 5:30pm.
- d. The meeting was adjourned at approximately 7:47 p.m.

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Respectfully submitted,

Jodi Tansky  
Fairbanks Community Cooperative Market  
Board Secretary

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