

Fairbanks Community Cooperative Market dba “Co-op Market Grocery & Deli”
 Board of Directors Meeting Minutes DRAFT
 Date: March 16, 2020

1. Call to Order/Roll Call
 - a. Board directors: Hilary Shook called the Fairbanks Community Cooperative Market Board of Directors (Board) meeting to order at approximately 6:10 p.m. remotely via Google Hangouts
 - b. Attendees: Anduin McElroy – Vice Chair, Art Gelvin – Secretary, Mary Christensen- General Manager, Hilary Shook – Chair, Brian Kassof, Chase Nelson, Richard Seifert – Treasurer (all in attendance via Google Hangouts)
 - c. Absences: Madeline Patterson-O'Dell
 - d. Visitors: None
 - e. Read Mission Statement: Brian Kassof
2. Review and Adopt Agenda: Approved with an additional 15 min.
3. Owner Time: None
4. February Minutes: Approved and accepted.
5. Review February Action Items:

Board Decisions		
<ul style="list-style-type: none"> • Approved January Meeting Minutes with changes to the FYI summary • Approved Policy B1 - Financial Condition - 4Q • Policy B2 - Planning and Budgeting – Tabled to March 		
Date	Assignment Action Items with Timeline	Status
12/16/19	Blog post to introduce new board members, introduce orientation in April	Anduin – In progress
2/17/2020	Complete online form with Columinate for SP webinar in March and Finance in November for new Board members.	Hilary - Completed
GM Action & Non-Compliance Monitoring Report Items		
01/20/2020	Update the final numbers for the Lend a Hand program through December 2019. Policy B will need to be updated.	Mary – Completed

6. Discussion - Chair request to add 15 minutes to agenda in this frame
 - a. The extra time to be added to the agenda to discuss parking lot ideas
7. GM Discussion about COVID-19:
 - a. Sampling program has been suspended

- b. Hot soup is no longer being sold
- c. Bathroom is not open to the public, shutdown the deli seating area, all staff to wear gloves. Supplies are running short (gloves, paper products, etc.)
- d. Sanitizing all contact areas as much as possible
- e. Updating employee memos, will update the blog with information for owners/shoppers
- f. Adjusting store hours to accommodate at risk shoppers, deep cleaning, and catch up on stocking
- g. Attempt to have an all-staff meetings a couple of days per week.

Board requests the GM to observe a 14-day self-quarantine after completion of travel

8. Committee Reports

- a. Board Development: Anduin –
 - i. Working on the board recruitment meet and greet
 - ii. Delay April meeting and will move to May 18th board meeting
- b. Executive: Hilary – No Report
- c. Financial/Audit: Rich – No Report
- d. Board Governance: Art – No Report
- e. Outreach and Planning: Hilary –
 - i. Art, Anduin, Madeline attended the webinar for Strategic planning.
 - ii. Art attended the CBLD-101 training in Portland, OR.

9. Board Decisions:

- a. NCG contract renewal – Approved
- b. Add Additional 15 minutes when it is appropriate – Approved
- c. Requested GM to order full financial audit for 2021 instead of typical financial reviews.
 - i. Discussion:

Expectations of co-ops should have a full audit every 3 – 5 years and currently we haven't had one since the store opened. The purpose of the full audit would be to catch any areas that can be improved upon and to serve as a check on business practices. The board has passed a resolution that a review should be conducted to determine if a full audit should be conducted every 3 to 5 years. Currently, Wagner conducts a yearly financial review, a full audit would cost about \$10k which is about double the financial audit.
 - ii. Full Audit for 2021 – Voted and Approved
- d. Policy B2 – Planning and Budgeting – Tabled to April – Approved
- e. Policy B6 - Staff Treatment and Compensation - Tabled to April - Approved

10. Closing:

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

Board Decisions		
<ul style="list-style-type: none"> • Approved February Meeting Minutes • Approved to add an additional 15 minutes to the meeting agenda • Approved the Renewal of the NCG contract • Approved Full audit in 2021 • Policy B2 - Planning and Budgeting – Tabled to April • Policy B6 - Staff Treatment and Compensation - Tabled to April 		
Date	Assignment Action Items with Timeline	Status
GM Action & Non-Compliance Monitoring Report Items		

- a. Review next meetings topics:
 - GM Monitoring Reports:
 - B2: Planning and Budgeting Monthly update report
 - B6: Staff Treatment and Compensation
 - Policy B: update on amendments
 - A: Ends
 - Annual Board Retreat AAR
 - Bylaw Review
 - GM Annual Review
- b. Absences:
- c. The next meeting will be held Monday April 20, 2020 at 6:00pm, location TBD depending on COVID19 situation
- d. The meeting was adjourned at approximately 7:44pm.

Respectfully submitted,

Arthur (Art) Gelvin
 Fairbanks Community Cooperative Market
 Board Secretary