Fairbanks Community Cooperative Market dba “Co-op Market Grocery & Deli”
Board of Directors Meeting Minutes
Date: April 20, 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 6:05 p.m. remotely via Zoom Meeting
   b. Attendees: Hilary Shook – Chair, Anduin McElroy – Vice Chair, Art Gelvin – Secretary, Richard Seifert – Treasurer, Mary Christensen- General Manager, Brian Kassof, Chase Nelson, Madeline Patterson-O’Dell (all in attendance via Zoom)
   c. Absences: None
   d. Visitors: None
   e. Read Mission Statement: Anduin
2. Review and Adopt Agenda: None, Madeline will edit that she will present report
3. Owner Time: None
4. March Minutes: Add a discussion on why we requested the audit based on Policy. Approved with amendment to add discussion
5. Review March Action Items:

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<th>Date</th>
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<tr>
<td>12/16/19</td>
<td>Blog post to introduce new board members, introduce orientation in April</td>
<td>Anduin – In progress</td>
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GM Action & Non-Compliance Monitoring Report Items

6. Discussion – Tabled Annual Meeting AAR
7. Board Resolution Discussion: PPP Load Program
8. Discussion – Tabled review of Bylaws, referred to Governance Committee

9. GM Discussion:
   a. FYI Report –
      Sales Growth: 25%
      March Owner Equity: $4,035
      Average # of transactions: Last year: 340 This Year: 297
      Average basket size: Last year: $34 This Year: $49
      Owner sales - 74%  Non-member sales – 26%
      Lend a Hand Donations to - $3,005 to Fairbanks Animal Shelter
         i. First two weeks of April is down - 2%
         ii. Truckload sale postponed
   b. Discussed PTO and Covid response plan, consider creating a list of volunteers to bring in extra help to cover sick employees, on call people who are willing to work extra hours. Hiring temporary employees for cashiers and for stockers.
   c. Discussed having an HR audit to analyze the store positions to look for areas to improve manpower coverage.

10. Policy B2 - Planning and Budgeting – Tabled to May

11. Policy B6 - Staff Treatment and Compensation -
   a. Last staff survey was done March 2019, the next survey will be done 2021
   b. Concerned that the handbook was rated in the lower quartile, as not being seen as useful
   c. Discussion about training. Time is setup for training, improving methods for tracking employee training.
   d. Recommend that grievance forms should be available for employees, there is an impression that GM receives notices that Dropbox has been accessed.
   e. Will discuss with Team Leaders to bring back daily huddles
   f. What is food benefit for employees? Currently employees received 15% for every purchase, add an additional 10% during owner appreciation days
   g. Provide updates to the board for action items for Policy B6
   h. Approved with two sub-policies in non-compliance

12. Ends – Table to May

13. Policy B – Updated missing data for Lend a Hand Program

14. Committee Reports
   a. Board Development: Madeline –
      i. Working with a new plan to find interested new board members
      ii. Process on Facebook to invite people to join the board meetings
   b. Executive: Hilary – No Report
   d. Board Governance: Art – GM evaluation will occur in May
   e. Outreach and Planning: Hilary – Going month to month in regards to Covid.

15. Board Decisions:
• Approved March minutes
• Approved Board Resolution 7-2020 – Application for SBA Payroll Protection Program (PPP) loans
• Policy B2 - Planning and Budgeting – Tabled to May
• Policy B6 - Staff Treatment and Compensation - Approved
• A: Ends – Tabled to May
• Policy B: Update on Amendments

16. Closing:
   a. Review April Action Items (Decisions, Tasks/Assignments)

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GM Action & Non-Compliance Monitoring Report Items

a. Review next meetings topics:
   - GM Monitoring Reports:
     B1: Financial Condition 1Q
     Policy B2 - Planning and Budgeting
     Policy A: Ends
     GM Evaluation
b. Absences: None
c. The next meeting will be held Monday May 18, 2020 at 6:00pm, location Zoom.
d. The meeting was adjourned at approximately 8:15 pm.

Respectfully submitted,

Arthur (Art) Gelvin
Fairbanks Community Cooperative Market
Board Secretary