

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:

<b>Board Decisions</b>		
<ul style="list-style-type: none"> <li>• Approved February Meeting Minutes</li> <li>• Approved to add an additional 15 minutes to the meeting agenda</li> <li>• Approved the Renewal of the NCG contract</li> <li>• Approved Full Approved Full audit in 2021</li> <li>• Policy B2 - Planning and Budgeting – Tabled to April</li> <li>• Policy B6 - Staff Treatment and Compensation - Tabled to April</li> </ul>		
Date	Assignment Action Items with Timeline	Status
12/16/19	Blog post to introduce new board members, introduce orientation in April	Anduin – <a href="#">In progress</a>
<b>GM Action &amp; Non-Compliance Monitoring Report Items</b>		

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
  - c. Financial: Rich – 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:

- Review April Action Items (Decisions, Tasks/Assignments)

<b>Board Decisions</b>		
<ul style="list-style-type: none"> <li>• Approved March minutes</li> <li>• Approved Board Resolution 7-2020 – Application for SBA Payroll Protection Program (PPP) loans</li> <li>• Policy B2 - Planning and Budgeting – Tabled to May</li> <li>• Policy B6 - Staff Treatment and Compensation - Approved</li> <li>• Policy A: Ends – Tabled to May</li> </ul>		
<b>Date</b>	<b>Assignment Action Items with Timeline</b>	<b>Status</b>
<b>GM Action &amp; Non-Compliance Monitoring Report Items</b>		

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

Respectfully submitted,

Arthur (Art) Gelvin  
Fairbanks Community Cooperative Market

Board Secretary