

Fairbanks Community Cooperative Market dba “Co-op Market Grocery & Deli”
 Board of Directors Meeting Minutes
 Date: June 15, 2020

1. Call to Order/Roll Call
 - a. Board directors: Anduin McElroy called the Fairbanks Community Cooperative Market Board of Directors (Board) meeting to order at approximately 6:01 p.m. remotely via Zoom Meeting
 - b. Attendees: Anduin McElroy – Vice Chair, Art Gelvin – Secretary, Richard Seifert – Treasurer, Shaun Sims – Interim General Manager, Chase Nelson, Brian Kassof, Madeline Patterson-O'Dell (all in attendance via Zoom) Board introduced themselves to the guests.
 - c. Absences: Hilary Shook – Chair,
 - d. Visitors: Don Carroll – co-op member, Susan Sprinkle – business owner in Fairbanks, created the co-op logo
 - e. Read Mission Statement: Art Gelvin
2. Review and Adopt Agenda: Agenda approved without changes
3. Owner Time: Susan Sprinkle – During the beginning of the COVID, thought the co-op stepped up quickly and did a wonderful job of taking care of the employees and owners. Many people shop at the co-op just for those reasons.
4. May Minutes: Approved and adopted
5. Review May Action Items:

Board Decisions		
<ul style="list-style-type: none"> • Approved April minutes • Policy B1 – Financial Condition Q1 – Tabled to June • Interim GM Contract – Move to June 1st. • Prioritize Reports for Interim GM (review calendar) – Move to June 1st 		
Date	Assignment Action Items with Timeline	Status
12/16/19	Blog post to introduce new board members, introduce orientation in April	Anduin – <i>In progress</i>
5/18/2020	Prioritize Reports for Interim GM	Governance Committee
GM Action & Non-Compliance Monitoring Report Items		

6. GM Discussion:

- a. FYI Report –
 - May Sales:** \$419,090
 - Sales Growth:** 5.7%
 - April Owner Equity:** \$5,480, 34.7 % increase over May 2019
 - Average # of transactions:** 271
 - Average basket size:** \$49.85, up 41%
 - Owner sales - 76% Non-member sales – 24%**
 - Lend a Hand Donations to -** \$2,924 to Fairbanks Senior Center Meals on Wheels
 - b. Sales growth of 5.7% continues to be positive despite no truckload sale, changes in bulk and deli, reduced hours, and continued out of stock items. Sales growth continues into June even with fewer shoppers, which are making larger purchase amounts as evident to the increased basket size.
 - c. There are nationwide outages of poultry which has been slowly recovering.
 - d. Having a lot of different positions that are not filled such as, deli assistant, grocery assistant, front end team leader, and grocery manager have been challenging to accomplish all of the duties that need to be accomplished.
7. Policy B3 Asset Protection – Table to July
8. Committee Reports
- a. Board Development: Madeline – Looked over events to prepare for elections, board applications are due August 31, and elections occurs on Oct. 24.
 - b. Executive: Hilary – No Report
 - c. Financial/Audit: Rich – Met with Shaun and Amber to discuss if funding for GM Search Committee. Wanted to discuss if funding was available for the GM search and to contract the services for Carolee Coulter.
 - d. Board Governance: Art – No Report
 - e. Outreach and Planning: Brian – Working on a virtual annual meeting. Seedling swap went well, approx. 30 people that participated with bringing in plants and taking plants.
 - f. GM Search – Submitted proposed budget for the GM Search Committee approx. \$9,000. Submitted timeline for GM search committee.
 - i. Carolee Coulter comes recommended to us by Todd Wallace, has access to potential GM candidates, will help guide our process and keep us on track.
 - ii. Services are charged at an hourly rate with 5 hours up front with a potential maximum of 20 hrs.
 - iii. We don't know where are the best places to advertise the position and it is hoped that Carolee Coulter would have access to resources that we are not aware of.
 - iv. A discussion occurred about the possibility of moving the annual meeting in order to introduce the new GM to the owners and to keep the existing board members on GM Search Committee. Rich recommends that there

has been a lot of work going on to recruit new board members that moving the meeting would be too much to take on. It would be best to set the goal of having the GM search process to be completed by the annual member meeting on Oct. 24. Anduin proposed to add language to the timeline that if the GM search exceeds this timeline, the outgoing board members should continue on the search committee until a GM is hired.

- v. Board approved the budget for the Columinate Services of Carolee Coulter, not to exceed \$9000.

9. Board Decisions:

- a. Policy B3 Asset Protection – Tabled to July
- b. Policy B8 Board Logistical Support – Approved to table report until 2021
- c. Budget for GM Search Committee, approve the Contract Services for Carolee Coulter – Not to exceed \$9,000 – Approved
- d. Timeline for GM Search Committee – Approve timeline as approved
 - i. Include a note in the timeline that includes the Oct. 24 Annual Meeting

10. Closing:

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

Board Decisions		
<ul style="list-style-type: none"> • Approved May Minutes • Policy B3 Asset Protection – Table to July • Policy B8 Board Logistical Support – Approved to table report until 2021 • Budget for GM Search Committee, approve the Contract Services for Carolee Coulter – Not to exceed \$9,000 – Approved • Timeline for GM Search Committee – Approved 		
Date	Assignment Action Items with Timeline	Status
6/15/2020	Contact Hilary about GM contract for Shaun	Art
GM Action & Non-Compliance Monitoring Report Items		

- a. Review next meetings topics:
 - B3: Asset Protection -
- b. Absences: Chase and Anduin possibly
- c. The next meeting will be held Monday July 20, 2020 at 6:00 pm, location Zoom.
- d. The meeting was adjourned at approximately 7:15pm.

Respectfully submitted,

Arthur (Art) Gelvin
Fairbanks Community Cooperative Market
Board Secretary