

Fairbanks Community Cooperative Market dba “Co-op Market Grocery & Deli”  
 Board of Directors Meeting Minutes Final  
 Date: September 21, 2020

1. Call to Order/Roll Call
  - a. Board directors: Hilary 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: Hilary Shook – Chair, Anduin McElroy – Vice Chair, Art Gelvin – Secretary, Richard Seifert – Treasurer, Brian Kassof, Madeline Patterson-O'Dell, Chase Nelson (all in attendance via Zoom)
  - c. Absences: Shaun Sims – Interim General Manager
  - d. Visitors: Patrice Lee
  - e. Read Mission Statement: Richard
2. Review and Adopt Agenda: Agenda approved and adopted.
3. Owner Time:
  - a. Feedback from calling the owners for board members
    - i. Paul Morgan – appreciated the fine work of the board members
    - ii. Mary Calmes – appreciated the steps that the store took to mitigate the COVID, thank you to all board members for making the co-op a success
    - iii. Kristina B. – the moment the masks
    - iv. Mary Christensen – requests access to the quarterly financial statements for an effort with her pursuit of a master’s degree.
4. August Minutes: Approved and adopted
5. Review August Action Items:

<b>Board Decisions</b>		
<ul style="list-style-type: none"> <li>• Approved July Minutes</li> <li>• B1 Financial Condition Q&amp;A – approved</li> <li>• B5 Treatment of Customers Q&amp;A - postponed</li> </ul>		
<b>Date</b>	<b>Assignment Action Items with Timeline</b>	<b>Status</b>
7/20/2020	Look into Board Compensation	Finance Committee
7/20/2020		
<b>GM Action &amp; Non-Compliance Monitoring Report Items</b>		

8/17/2020	Look into when is the GVEA loan paid off	Shaun
-----------	--	-------

6. GM Discussion: Shaun is out ill and Finance Committee will meet on Sept. 30 at 6pm

7. Committee Reports

a. Board Development: Madeline –

- i. Ballots have been sent and the online ballot system has been tested by Kristin.
- ii. Patrice Lee has submitted an application, missed the deadline in order to get on the ballot, will appoint her after board elections.

b. Executive: Hilary – No Report

c. Financial/Audit: Rich –

- i. Asked Carolee to ask if she needed extra funding. 10 extra hours will be needed by Carolee, about another \$1500
- ii. The increase has been voted and approved by the board.

d. Board Governance: Art – No Report

e. Outreach and Planning: Hilary –

- i. October 10<sup>th</sup> and 11<sup>th</sup> Eat and Greet
- ii. Developing a plan to reach out to our community partners as we work to diversify the community served by the co-op and to diversify participation in the co-op
- iii. Virtual Annual Meeting
  - Co-located Board members location TBA 9/23/2020
  - William Deal will present, meet with the board 10 days prior to the annual meeting, overall approach to COVID and Co-ops
  - Board members need to confirm participation in the next two weeks.
  - New GM? and Shaun will talk about current Co-op operations
  - Submit an annual letter to the ownership, letter should be done by Sept. 25. Anduin and Hilary will collaborate with Kristin.
- iv. Rich suggests that the topic of the Lacey Street Modification Study be brought to the attention of the membership so that they are aware of the upcoming changes to Lacey Street.

f. GM Search – Moved into executive session at 7:00pm, exited session at 7:31pm

8. Decisions:

- a. Annual Meeting Roles and Responsibilities – Tabled. Request all board members to review the Roles and Responsibilities
- b. Columinate CBLD Renewal – Accept and approved the contract to for the CBLD Package

9. Closing:

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

<b>Board Decisions</b>		
<ul style="list-style-type: none"> <li>• Approved August Minutes</li> <li>• Approved to amend contract with Carolee</li> <li>• Approved to renew contract with CBLD</li> </ul>		
<b>Date</b>	<b>Assignment Action Items with Timeline</b>	<b>Status</b>
7/20/2020	Look into Board Compensation	Finance Committee - Ongoing
<b>GM Action &amp; Non-Compliance Monitoring Report Items</b>		
8/17/2020	Look into when is the GVEA loan paid off	Shaun

- b. Anduin and Hilary will write a quick summary to send out to membership
- c. GM Search committee is to meet
- d. Review next meetings topics:
  - B7: Communication to the Board
- e. Absences: None
- f. The next meeting will be held Monday October 19, 2020 at 6:00 pm, location Zoom.
- g. The meeting was adjourned at approximately 8:03 pm.

Respectfully submitted,

Arthur (Art) Gelvin  
 Fairbanks Community Cooperative Market  
 Board Secretary