

Fairbanks Community Cooperative Market dba "Co-op Market Grocery & Deli"  
 Board of Directors Meeting Minutes  
 Date: October 19, 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 6:02 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, Shaun Sims – Interim GM (all in attendance via Zoom)
  - c. Absences: None
  - d. Visitors: Patrice Lee, Kristin Summerlin
  - e. Read Mission Statement: Chase
2. Review and Adopt Agenda: Agenda approved and adopted.
3. Owner Time: None
4. September Minutes: Adopted and approved
5. Review September Action Items:

<b>Board Decisions</b>		
<ul style="list-style-type: none"> <li>• Approved August Minutes</li> <li>• Approved to amend GM Search contract with Carolee Coulter</li> <li>• Approved to renew annual CLBD contract with Columinate</li> </ul>		
Date	Assignment Action Items with Timeline	Status
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 – When was the date of the first payment to GVEA	Shaun

6. GM FYI Discussion

**September Sales:** \$368,158  
**Sales Growth:** 6%  
**Average # of transactions:** 290, -23%

**Average basket size: \$42.28, up 30%**

**Owner sales: 73% Non-owner sales: 27%**

**Owner count (active only) on October 16, 2020: 4,5??**

**Lend a Hand Donations to Calypso Farm - \$3031, up 16%**

- a. Going to order oven for the Deli
  - b. Produce continues to bring in continued sales and increased more local options
  - c. Staff shortages are starting to have an impact on the sales of the store, not able to find enough people to keep people to work as buyers.
  - d. Wages continues to be a challenge to attract employees.
  - e. Hard drive failed for CoPOS system and data loss won't allow for accurate inventory. Technology continues to have an impact with the store functions.
7. Committee Reports
- a. Board Development: Madeline –
    - i. Completed applicant review and presenting recommendation to the board for appointment of candidate Patrice Lee. Appointment will occur after Chase completes his extended term.
    - ii. Reviewed board application and election process
    - iii. Discussion about keeping Chase on the GM Search Committee until the search is committed as a voluntary member. Chase's board position will be extended until the completion of the GM search.
    - iv. Board retreat will be aiming for January other than February or March.
  - b. Executive: Hilary – No report
  - c. Financial/Audit: Rich –
    - i. Our lawyer will be out of town through October 27.
    - ii. Looked into a welcome package from the Downtown Visitor Center.
    - iii. Amber will submit a weekly report for owner loan information.
  - d. Board Governance: Art –
    - i. Committee will need to meet to review the calendar for 2021
  - e. Outreach and Planning: Hilary –
    - i. Postcards have been sent out, nearly 30 people have registered for the annual meeting
    - ii. Annual Meeting Discussion:
      - The board is meeting at Wedgewood
      - Doors open at 2 pm, the waiting room will start at 3:30 pm, and not commence until 4:00 pm.
      - Kristin will have full access to the meeting
      - William Deal will be the guest speaker
  - f. GM Search – Chase
    - i. Entered Executive Session at 6:58 pm.
    - ii. Exited Executive Session at 7:35 pm.
8. Board Decisions:

- a. Appoint Chase Nelson to the open board position effective Oct. 24<sup>th</sup>. Approved
9. Closing:
- a. Review October Action Items (Decisions, Tasks/Assignments)

<b>Board Decisions</b>		
<ul style="list-style-type: none"> <li>• Approved September Minutes</li> <li>• Appoint Chase Nelson to the open board position effective Oct. 24<sup>th</sup></li> <li>•</li> </ul>		
<b>Date</b>	<b>Assignment Action Items with Timeline</b>	<b>Status</b>
10/19/2020	Setup Doodle Poll for the January retreat	Art
<b>GM Action &amp; Non-Compliance Monitoring Report Items</b>		

- b. Review next meetings topics:
  - B1: Financial Condition 3Q
- c. Absences: None
- d. The next meeting will be held Monday November 16, 2020 at 6:00 pm, location Zoom.
- e. The meeting was adjourned at approximately 8:30 pm.

Respectfully submitted,

Arthur (Art) Gelvin  
 Fairbanks Community Cooperative Market  
 Board Secretary