

Fairbanks Community Cooperative Market dba "Co-op Market Grocery & Deli"
 Board of Directors Meeting Minutes DRAFT
 Date: January 18, 2021

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 6:10 p.m. remotely via Zoom Meeting
 - b. Attendees: Hilary Shook – Chair, Anduin McElroy – Vice Chair, Art Gelvin – Secretary, Richard Seifert – Treasurer, Brian Kassof, Rich Rosenberg - GM
 - c. Absences: Madeline Patterson-O'Dell
 - d. Visitors: Patrice Lee, Shaun Sims
 - e. Read Mission Statement: Anduin McElroy
2. Review and Adopt Agenda: Agenda approved and adopted.
3. Owner Time: None
4. December Minutes: Adopted and approved
5. Review December Action Items:

Board Decisions		
<ul style="list-style-type: none"> • Approved November Minutes • 		
Date	Assignment Action Items with Timeline	Status
11/16/2020	Check in with Lacey Street Project	
12/21/2020	Reach out to Craig Partyka to discuss relationship is he a Board attorney or can operations to reach out.	Rich S.
12/21/2020	Look into the health care benefits options for the store. Hilary to reach out to Todd.	Hilary
12/21/2020	Chase to meet with Board Development Committee for transition between Chase and Patrice	Chase
GM Action & Non-Compliance Monitoring Report Items		
12/21/2020	Reach out to Tax/Financial advisor to discuss the Benefit payments to the employees	GM
12/21/2020	Clarify the status of a full audit.	GM

Task color codes: Ongoing, Completed, Delayed

6. GM FYI Discussion

December Sales: \$ 40,000

Sales Growth: up 4%

Average # of transactions: 260, down 14%

Average basket size: \$49, up 21%

Owner sales: 76% **Non-owner sales:** 23%

Lend a Hand Donations to Interior Alaska Center for Non-Violent Living: \$3,099

- a. Discussion about how Our2Cents and Doyon have made purchases that benefit the community.
- b. We've been having serious issues with condition of case malfunctioning. Currently having these issues as well. Need to think down the road about acquisition of new/refurbished case if this continues to happen.
- c. Sales overall for December
- d. 2020 PPP Loan forgiveness application is due in August.

7. Discussion about policy review:

- a. There is a plan to reevaluate the policies, starting with Staff Treatment.
- b. The Board Governance committee will meet to discuss and review an upcoming policy two months before it is due.
- c. There are newer templates from Columinate to use and will help the GM to understand what is required in the monitoring reports.

8. Committee Reports

- a. Board Development: Anduin –
 - i. Discussion of Retreat
 - ii. Chase will be putting in his notice to resign from the board. Next month we will be voting to add Patrice Lee to the board.
 - iii. Keep an eye out for notices about training opportunity from Columinate
- b. Executive: Hilary – No Report
- c. Financial/Audit: Rich –
 - i. Board compensation will be discussed at the next finance committee meeting that will meet on 1/21.
- d. Board Governance: Art –
 - i. Committee will begin to meet on 1/20 to begin to look at updating policies and how they are reported.
- e. Outreach and Planning: Hilary –
 - i. Meeting on the second Monday of the month, the next meeting will be February 8th.
 - ii. Meet and Greet will occur in March 13 – 14, 2021.
 - iii. The truckload sale is tentatively scheduled to happen in May. Plans for this will begin in February.

iv. The plant swap will occur in June.

9. Board Discussion:

- a. - Lease Negotiation Committee
 - i. Condition of the building is addressed, plumbing, floors, receiving hall, etc.
 - ii. Plan to establish a small committee in order to work on the lease negotiation, there is also a need to set up an initial meeting with Bachner Co..
- b. - Add GM Rich to financial accounts
 - i. Two resolutions will need to be created for the banks that we have accounts with, a rough draft will be sent to Hilary for a review, then sent out for an email vote.
- c. - Review committee calendars
 - i. Committees need to review the calendar and meeting schedules so that if the GM needs to attend the meetings, there is enough time for him to work it into his schedule.
- d. - Budget for Board
 - i. Finance Committee to develop a budget to include Columinate training opportunities, the contract for Columinate, the annual meeting and the retreat.
- e. After Action Review for Retreat
 - i. Topics were appropriate, only 5 hours of discussion was good, will ask for retreat topics a little further in advance.
 - ii. Zoom worked okay, missed out on the personal discussions that usually happen during breaks

10. Board Decisions: None

11. Closing:

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

Board Decisions		
<ul style="list-style-type: none"> • Approved December Minutes • 		
Date	Assignment Action Items with Timeline	Status
1/18/2020	Committee chairs will need to submit an estimated budget to the Treasurer by February.	All
1/18/2020	Write a resolution for Spirit of Alaska and National Bank of Alaska to add GM to accounts	Art

GM Action & Non-Compliance Monitoring Report Items		
1/18/2020	Find out who is authorized on the First National Bank of Alaska	Shaun

- b. Review next meetings topics: B: Global executive constraint; B2: Planning and Budgeting
- c. Absences: None
- d. The next meeting will be held Monday February 15, 2021 at 6:00 pm, location Zoom.
- e. The meeting was adjourned at approximately 8:05 pm.

Respectfully submitted,

Arthur (Art) Gelvin
 Fairbanks Community Cooperative Market
 Board Secretary