

Fairbanks Community Cooperative Market dba “Co-op Market Grocery & Deli”
 Board of Directors Meeting Minutes DRAFT
 Date: December 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 6:08 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, Shaun Sims – Interim GM (all in attendance via Zoom), Rich Rosenberg - GM
 - c. Absences: None
 - d. Visitors: Amber Hernandez
 - e. Read Mission Statement: Hilary Shook
2. Review and Adopt Agenda: Agenda approved and adopted.
3. Owner Time: None
4. November Minutes: Adopted and approved
5. Review November Action Items:

Board Decisions		
<ul style="list-style-type: none"> • Approved October Minutes • Approved Annual Meeting Minutes rough draft • Approved recommendation for hero pay and retention bonus 		
Date	Assignment Action Items with Timeline	Status
11/16/2020	Check in with Lacey Street Project	
GM Action & Non-Compliance Monitoring Report Items		

6. GM FYI Discussion

November Sales: \$380,512
Sales Growth: 3%
Average # of transactions: 248, -22%
Average basket size: \$51.80, 31%

Owner sales: 78% Non-owner sales: 22%

Owner count (active only): 4,595

Lend a Hand Donations to The Breadline: \$2887, -4%

- a. Doyon Utilities is purchasing 40+ gift certificates for \$150 each
 - b. An employee has tested positive for COVID-19, the announcement on our Facebook page had an overwhelmingly positive response from our customers, which is clear that our owners trust us. It is an good indication that people really believe that we have their interest at heart.
 - c. Alaska Grown, a short film on food production in the state, will be featured at the Anchorage International Film Festival. Our co-op makes an appearance – some of you might have seen the film on KUAC. Here’s the YouTube link:
<https://youtu.be/2fynjF0GEel>
 - d. Our produce manager, Sunny Park, was spotlighted in the NGC Western Corridor news brief.
7. Policy B1: Financial Condition 3rd Quarter:
- a. The report is not entirely complete during the November meeting, a quick update was presented at this board meeting. The numbers that were presented were correct, some of the charts have not been updated.
 - b. Margin is still a primary concern and will be a big part of 2021
 - c. Produce was the highest producing department of the store. Grocery and Produce represent a large percentage of sales, the margin work will be focused in these two areas.
 - d. The action items to address the margin issue for 2020 were set before the pandemic and a lot of these action items haven’t been achieved. Many of these goals could not be met do to the disruption caused by the pandemic. Increased out of stocks made it impossible to sell more co-op deal items
 - e. Post pandemic action items to increase margin will focus on sales growth, price increases, and more to follow.
 - f. Produce has a 53% growth, year over year, for the 3rd quarter.
8. Policy B4: Membership rights and responsibilities:
- a. This is a report where the marketing and owner services manager needs to be involved with writing this report. This report needs some work in order to provide accurate numbers.
9. Committee Reports
- a. Board Development: Madeline – No Report
 - i. Board Retreat will occur Jan 15 – 16, 2021
 - ii. Need clarity for transitioning from Chase to Patrice
 - b. Executive: Hilary –
 - i. Met with Rich Rosenberg to say hello
 - c. Financial/Audit: Rich –
 - i. Closure on Rich’s travel expenses

- ii. Final payment to GVEA will be October 2022
- iii. Future lease negotiations, the lease is due to expire in late July/early August
- iv. Look further into the board compensation, hope to have something together for the next board meeting.
- v. There was a discussion about how PTO is structured.
- vi. There was discussion with issue regarding ACA health benefits.
- d. Board Governance: Art – No Report
- e. Outreach and Planning: Hilary – No Report
 - i. Added calendar events were added with question marks, possibly can host meet and greet outside.
 - ii. Possible Truckload sale, seedling swap, annual meeting date has been set

10. Board Decisions: None

11. Closing:

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

Board Decisions		
<ul style="list-style-type: none"> • Approved November Minutes • 		
Date	Assignment Action Items with Timeline	Status
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 benefits options for the store.	All
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	Shaun/GM
12/21/2020	Clarify the status of a full audit.	Shaun/GM

- b. Review next meetings topics: B: Global executive constraint; B2: Planning and Budgeting
- c. Absences: Art will be on travel

- d. The next meeting will be held Monday January 18, 2020 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