

Fairbanks Community Cooperative Market dba “Co-op Market Grocery & Deli”
 Board of Directors Meeting Minutes DRAFT
 Date: February 15, 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 6:08 p.m. remotely via Zoom Meeting
 - b. Attendees: Hilary Shook – Chair, Anduin McElroy – Vice Chair, Art Gelvin – Secretary, Richard Seifert – Treasurer, Madeline Patterson-O'Dell, Brian Kassof, Rich Rosenberg - GM
 - c. Absences:
 - d. Visitors: Patrice Lee
 - e. Read Mission Statement: Brian Kassof
2. Review and Adopt Agenda: Agenda approved and adopted.
3. Owner Time: None
4. January Minutes: Adopted and approved
5. Review January Action Items:

Board Decisions		
<ul style="list-style-type: none"> • Approved December Minutes • 		
Date	Assignment Action Items with Timeline	Status
11/16/2020	Check in with Lacey Street Project	
12/21/2020	Look into the health care benefits options for the store. Hilary to reach out to Todd.	Hilary
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		
12/21/2020	Reach out to Tax/Financial advisor to discuss the Benefit payments to the employees	GM

1/18/2020	Find out who is authorized on the First National Bank of Alaska	Shaun
Task color codes: Ongoing, Completed, Delayed		

6. GM FYI Discussion

January Sales: \$366,000

Sales Growth: 6%

Average # of transactions: 255, Down 15%

Average basket size: \$46, Up 24%

Owner sales: 75% **Non-owner sales:** 24%

Lend a Hand Donations to Fairbanks Resource Agency: \$2,829, no change from last year

- a. The new COVID-19 package has a new Employee Retention Program, that targets stores with Deli's that would have lost business due to closing those section of that store.
- b. Sales for January were good, 6% overall. With our buyers in place, seeing us chip away at Wellness, seeing Cheese grow and Meat/Seafood being chipped away at, that's good signs. Shelves were generally better stocked, although we still need improvement in this area.
- c. New chef in place, starting to roll out some new items, meatballs for Super Bowl sold out! Fresh made guacamole was a hit as well as our charcuterie plate. Stay tuned for more new items.

7. Committee Reports

- a. Board Development: Madeline – No report
- b. Executive: Hilary – No report
- c. Financial/Audit: Rich –
 - i. Committee suggests that a stipend be offered for board members in the form of a gift card for use in the store.
 - ii. Board budget should be around 0.5% of the store budget, the current board budget is around 0.47%
 - iii. Discussion about the board budget occurred to be sure to add additional funding for training opportunities for the board members.
 - iv. CCMA 2021: <https://ccma.coop/registervirtual/>
 - v. Letter to Bachner Companies to exercise the lease extension for 5 more years for our occupancy of the building.
- d. Board Governance: Art –
 - i. The committee met to review the upcoming GM reports and to set a schedule for when the reports will be delivered.

- ii. The committee met as a group to look over the Board Calendar to determine the order as to when the GM Monitoring reports would be presented to the board.
 - iii. Combine Policy B7: Communication to the Board and Policy B8: Board Logistical Support into a single policy. Due June 7, 2021.
 - iv. Updated the 2021 Board Calendar.
 - e. Outreach and Planning: Hilary –
 - i. Committed to attend more diversity and inclusion meetings in Fairbanks.
 - ii. Produce donations are now going to Stone Soup Café.
 - iii. Todd Wallace presentation on Diversity, Inclusion and Equity.
 - iv. Eat and Great is scheduled for March 13 – 14, theme is to meet our new GM, Board and Membership Outreach.
 - v. Strategic plan is on hold until GM is ready to proceed.
8. Board Decisions:
- a. Accept Chase Nelson Resignation
 - b. Approved the appointment of Patrice Lee to the position previously held by Chase Nelson.
 - c. Current slate of officers – Approved
 - i. Hilary Shook – Chair, Anduin McElroy – Vice-Chair, Richard Seifert – Treasurer, Art Gelvin - Secretary
 - d. SOPS and Committee Charters – Tabled until the March meeting
 - e. Tabled all committee assignments, charters, SOPs
9. Closing:
- a. Review December Action Items (Decisions, Tasks/Assignments)

Board Decisions		
<ul style="list-style-type: none"> • Approved January Minutes • Approved the Board Budget • Approved the resignation of Chase Nelson • Approved the appointment of Patrice Lee to the board • Approved the current slate of officers • Tabled all committee assignments until March Meeting 		
Date	Assignment Action Items with Timeline	Status
2/15/2021	Update board contact information to add Patrice and remove Chase	Art

GM Action & Non-Compliance Monitoring Report Items		

- b. Review next meetings topics: B1: Financial Condition 4Q
- c. Absences: None
- d. The next meeting will be held Monday March 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