

Fairbanks Community Cooperative Market dba “Co-op Market Grocery & Deli”  
 Board of Directors Meeting Minutes  
 Date: May 17, 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 6:04 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, Patrice Lee
  - c. Absences: None
  - d. Visitors: Yaso Thiru
    - i. Brief introduction of board members to Yaso. She is a new member of the Co-op and lives in Anchorage.
  - e. Read Mission Statement: Hilary
2. Review and Adopt Agenda: Agenda approved and adopted.
3. Owner Time: None
4. April Minutes: Adopted and approved
5. Review March Action Items:

Board Decisions		
<ul style="list-style-type: none"> <li>• Approved March Minutes</li> <li>• Approved and Accepted Policy B9 – Emergency GM Succession</li> </ul>		
Date	Assignment Action Items with Timeline	Status
11/16/2020	Check in with Lacey Street Project	
4/19/2021	Board Development and Outreach to meet to discuss the possibility of changing the annual meeting and board elections. Meeting scheduled for May 25 <sup>th</sup> .	
GM Action & Non-Compliance Monitoring Report Items		
Task color codes: Ongoing, Completed, Delayed		

6. Discussion: Rich Siefert provided a quick review of the status of the Lacy Street Project. Currently there hasn't been much movement on the project, the current land lord hasn't responded with any inquiries about their involvement with the project. It is suggested that the Co-op express the preferred outcome of the Project.

7. GM FYI Discussion:

**April Sales:** \$ 386,197

**Sales Growth:** 6.1%

**Average # of transactions:** 291

**Average basket size:** \$44 (-21.4%)

**Owner sales:** 72.9% **Non-owner sales:** 27.1%

**Lend a Hand Donations to Green Star of Interior Alaska:** \$2,978.00 (44.4%)

- a. There is a nice increase in non-owner sales, will focus on how we can convert some of these shoppers to owners.
  - b. EBT purchases were up 132.8%, which is a good sign that many more shoppers who have SNAP are choosing to shop at the co-op.
  - c. Wellness was down 5.4%, which is impressive, considering we are comparing to the Wellness is beginning to get back its mojo, with fuller shelves, and more local items.
8. Policy B1: Financial Condition: **Accepted and approved**
    - a. Sales Growth = -3.6% Sales growth slowed for the quarter. We're going up against the "pandemic" quarter at its height, not surprising that we have negative growth going up against very big numbers last year during the height of panic buying.
    - b. Margin is at 35.9%, just at our target margin of 36%, we're at this target range for the second quarter and it is a good sign that we are significantly better and it is a nice sign that our efforts are working.
    - c. Daniel Merriman from NCG will visit Fairbanks starting July 6. He will be spending 10 days working with Shawn to look at each aisle, look at each sub category, and really start to look at the margins.
    - d. Turnover continues to be a problem. NCG will be helping with a full wage review in order to understand where wages should be increased. We're competing with McDonald's whose starting wage is \$15/hr with a \$500 signing bonus. The wage review is a worthy investment so that the store can get on an even playing field with what can be offered.
9. Board Discussion:
    - a. A discussion` was held about the updated mask policy. Currently the store will stick with having a mask policy within the store until the numbers in Alaska come down.
10. Committee Reports:
    - a. Board Development: Madeline – No Report

- i. Would like to suggest to Kristin about having a handout created to be given shoppers asking them to consider to be an owner, an employee, or board member.
- b. Executive: Hilary – No report
- c. Financial/Audit: Rich –
  - i. Lease Negotiation Committee has been meeting and waiting on response from the landlord.
  - ii. Need to review space where the co-op could expand.
- d. Board Governance: Art –
  - i. The committee met on April 22, 2021, The committee met to discuss the GM Evaluation process. The evaluation process will be different than the previous GM due to the timing of the hire date. Some items to consider is when the evaluation will occur. Everything seems to occur during the busy holiday season which the committee would like to avoid.
  - ii. The committee will seek input from GM before finalizing the proposed process.
  - iii. The evaluation process and contract renewal are two different processes. The evaluation would influence the compensation and don't have to be tied together.
  - iv. Six-month check-in with GM and Governance committee June 24, 2021.
  - v. Evaluation period will begin July 1, 2021 and end June 30, 2022.
  - vi. Next meeting will be May 27, 2021 at 6 pm.
- e. Outreach and Planning: Hilary –
  - i. Meeting scheduled for May 25, no report for tonight. Thank you for the board support of the Truck Load sale. Please sign up for Seedling Swap event June 5.
  - ii. Discussion occurred about whether or not the board begins meeting in person. Most members prefer to continue to meet via zoom. The option of beginning to meet in person will be explored in three months.

11. Board Decisions:

- a. None

12. Closing:

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

Board Decisions		
<ul style="list-style-type: none"> <li>• Approved April Minutes</li> <li>• Approved Policy B1: Financial Condition</li> </ul>		
Date	Assignment Action Items with Timeline	Status

<b>GM Action &amp; Non-Compliance Monitoring Report Items</b>		

- b. Review next meetings topics: B3: Asset Protection, June 5 – Seed Swap
- c. Absences: None
- d. The next meeting will be held Monday June 21 2021 at 6:00 pm, location via Zoom.
- e. The meeting was adjourned at approximately 8:30 pm.

Respectfully submitted,

Arthur (Art) Gelvin  
Fairbanks Community Cooperative Market  
Board Secretary