

Fairbanks Community Cooperative Market dba “Co-op Market Grocery & Deli”
Board of Directors Meeting Minutes
Date: July 19, 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, Brian Kassof, Rich Rosenberg – GM, Patrice Lee, Madeline Patterson-O’Dell
 - c. Absences: None
 - d. Visitors: Jewelz Barker, CatalystAlaska@gmail.com, 907-322-2633
 - e. Read Mission Statement: Brian
2. Review and Adopt Agenda: Agenda approved and adopted.
3. Owner Time: Jewelz Barker – Follow-up for Lacey Street Project
 - a. Turner Street was the major green infrastructure project in town. The city engineer the rain garden on Turner St. as the ideal way to treat stormwater runoff moving forward for Fairbanks.
 - b. After the stakeholder engagement last year, the current hope is that the Alaska DEC will find funding for the 12th Avenue, co-op market parking lot on one end, and then targeting the Lacey Street and Second Avenue where the Polaris Hotel has a single story.
 - c. Discussed some of the potential solutions to address drainage from the building to the streets.
 - d. Lacey was originally targeted during the stakeholder conversations because Barnett and Cushman Streets have traffic of about 8000 cars a day, Noble Street sees about 6000 cars a day, followed by Lacey Street that sees about 800 to 1000. The traffic count is so low that it be converted maybe to a single lane and have it be a pedestrian Park and wider sidewalks and that kind of less wasted road space, more usable community space.
 - e. The next steps would be do a PESTEL Analysis, which is a strategic framework used to assess the political, economic, social, technological, environmental, and legal factors affecting of what is would be explored as tying into the Lacey Street project.
 - f. Suggested to formed an ad-hoc committee to continue to work on this topic.
4. June Minutes: Adopted and approved
5. Review May Action Items:

Board Decisions
• Approved May Minutes

	<ul style="list-style-type: none"> Approved Policy B3: Asset Protection Voted to approve Rich Rosenberg as the Corporate Agent 	
Date	Assignment Action Items with Timeline	Lead
6/21/2021	Rich wants a reminder for the check in with Lacey Street Project	Rich S.
6/21/2021	Write a resolution for adding Rich Rosenberg as the Corporate Agent	Art
6/21/2021	Work on the owner poll to change the annual meeting.	Anduin
6/21/2021	Review the NCGDC contract for the Pro Forma and building analysis for use of space for the store due by Sunday	All
6/21/2021	Contact Yaso Thiru to provide a history about the co-op.	Anduin
GM Action & Non-Compliance Monitoring Report Items		
Task color codes: Ongoing, Completed, Delayed		

6. GM FYI Discussion:

June Sales: \$386,974

Sales Growth: -3.0%

Average # of transactions: 308 (6.2%)

Average basket size: \$41.83

Owner sales: 70.1% **Non-owner sales:** 29.8%

Lend a Hand Donations to Fairbanks Senior Center Meals on Wheels: \$3233.74 (11.6%)

- 3.0% is a small victory when compared to what we were facing against from the buying of 2020.
- New milk that is brought in from Delta has been moving off the shelves at a rapid rate, nearly 20 cases of milk have been sold out in a few days.
- There is still a huge turn-over, training and communication is still a problem, and are part of the problem that is recognized as a problem.
- An agreement has been entered with NCG to do a wage analysis that will help us guide on how to set the wage of key positions.

7. Policy B5: Treatment of Customers:

- Growth chart of owners count from 2016-2020. Highlighted yellow reflects pandemic year.

YEAR	OWNERS	BASKET	TRANSACTIONS
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2016	3321	34.29	292
2017	3582	35.68	299
2018	3912	36.78	327
2019	4220	34.76	336
2020	4610	45.39	283
2021	4741		

- b. Potholes in the parking lot are being addressed. Currently working with the landlord to address unsafe speeding, improper signage, and other safety issues.
- c. Discussion about addressing recent safety issues that involved with trespassed people, the city police have been invited to discuss how to meet with difficult people, additional security cameras will be installed for outside of the store.

8. Committee Reports:

a. Board Development: Anduin–

- i. Contact attorney to discuss about the possibility of moving the annual meeting. Do we have to have an annual meeting per state law and what other compliance issues should we be aware of?
- ii. Annual meeting on Oct 2021, online, appoint expiring board members to extend temporarily until holding a traditional annual meeting that will be held in April 2022.
- iii. A well-crafted announcement to the owners might be the best way to go and not hold a survey of the owners.
- iv. The main reason for moving the annual meeting is to avoid the extra burden to the store.

b. Executive: Hilary – No report

c. Financial/Audit: Rich – No report

d. Board Governance: Art –

- i. Proposal to Amend Policy B7 and B8
- ii. Combine Policies B7 and B8 into one Policy,
- iii. **Policy B8 - Board Logistical Support** is outdated and not applicable to the current Board/GM working relationship. Adding the applicable ideas from B8 into **Policy B7 - Communication** to the Board would provide one executive limitation that deals with the Board/GM relationship. The result is a streamlined reporting schedule that also ensures relevant monitoring.

e. Outreach and Planning: Brian –

- i. August Eat and Great 8/14-15, 2021. Topics to cover may be the annual meeting date change, encouraging membership and board applications
- ii. Will explore the use of the Food Bank conference room for future board meetings and for hosting the annual meeting in what could be a virtual meeting.

9. Board Discussion/Decisions:

- a. The Co-op needs to have a 10-year Pro Forma developed by Columinate and Don Moffit. **Approved**
- b. Discussion about current COVID status took place, reaching out to a doctor with FMH to get an updated guidance, to determine how our current policy.
- c. Proposal to Amend Policy B7 and B8 into one Policy. The combined policy will be B7. **Approved**
- d. Ad-hoc committee Green Infrastructure Planning Committee

10. Closing:

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

Board Decisions		
<ul style="list-style-type: none"> • Approved June Minutes • Approved contract with Don Moffit and Columinate for a 10-year Pro Forma • Approved Policy B5: Treatment of Customers • Approved proposal to Amend Policy B7 and B8 into one Policy • Formed an ad-hoc committee – Green Infrastructure Planning Committee 		
Date	Assignment Action Items with Timeline	Lead
7/19//2021	Edit June minutes to include comment from Tom Paragi	Art
7/19/2021	Is the Policy B5: Treatment of Customers the proper place to discuss public health	Governance Committee
7/19/2021	Create a blank report to for the new combined Policy B7.	Art
GM Action & Non-Compliance Monitoring Report Items		

- b. Review next meetings topics: B1: Financial Condition 2Q
- c. Anticipated Absences: Hilary and Anduin
- d. The next meeting will be held Monday August 16, 2021 at 6:00 pm, location via Zoom.
- e. The meeting was adjourned at approximately 8:35 pm.

Respectfully submitted,

Arthur (Art) Gelvin
Fairbanks Community Cooperative Market
Board Secretary