

Fairbanks Community Cooperative Market dba “Co-op Market Grocery & Deli”  
 Board of Directors Meeting Minutes  
 Date: October 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 6:05 p.m. remotely via Zoom Meeting
  - b. Attendees: Hilary Shook – Chair, Anduin McElroy – Vice Chair, Richard Seifert – Treasurer, Art Gelvin – Secretary, Brian Kassof, Dennis Hanley – IGM, Madeline Patterson-O’Dell, Patrice Lee
  - c. Absences: None
  - d. Visitors: Kristin Summerlin, Amber Hernandez
  - e. Read Mission Statement: Hilary read the Mission Statement
2. Review and Adopt Agenda: Agenda approved and adopted.
3. Owner Time: None
4. September Minutes: Adopted and approved
5. Review September Action Items:

<b>Board Decisions</b>		
<ul style="list-style-type: none"> <li>• Approved August Minutes</li> <li>• Approved Policy B.1</li> <li>• Tabled approval of Policy B 7/8 pending requested changes</li> </ul>		
Date	Assignment Action Items with Timeline	Lead
9-18-21	Finance Committee to report back to entire board on results of Wegner Audit of Co-op Market	Finance Committee
9-18-21	Circulate updated GM job announcement and decision matrix	Hilary
9-18-21	Coordinate with Kristin to update individual and group board photos	Board
<b>GM Action &amp; Non-Compliance Monitoring Report Items</b>		
9-18-21	Update policy B.7 with the Annual Checklist Monitoring Check Sheet and clarify language about emails in B.7.8.  Make sure that notebook with Policy Register and Board minutes is returned to front end  Talk to NCG about how far forward budget projections can be made.	Rich Rosenberg

6. Welcome IGM Dennis Hanley:

- a. Met with Rich R. to debrief the transition, worked well with the transition
- b. One on meetings with team members
- c. Manager meeting to start on Tuesday to make a plan to move forward
- d. Placed a number of signs to advertise that the store is hiring.
- e. Asked team members to provide 2/3 things that they would like the IGM to do right now and what not to do.

7. Committee Reports:

a. Board Development: Madeline –

- i. Created a resolution to appoint Brian and Hilary
- ii. Need to look over when the board positions will expire and will need to be renewed.
- iii. Anduin will step into the chair role of the Board Development
- iv. Appointment Resolution:

The following seats have terms that expire October 2021:

D: Brian Kassof

E: Madeline Patterson-O'Dell

F: Hilary Shook

Whereas the board election will not be held until April 2022;

The board development committee recommends that the current board members be appointed to their seats until the board election April 2022. Madeline Patterson-O'Dell has declined the appointment, so seat E would remain empty until filled by appointment or election.

b. Executive: Hilary – No Report

c. Financial/Audit: Rich –

- i. Have a representative from Wegner be present to explain recommendations.
- ii. A meeting will be scheduled for two weeks from this date.
- iii. Finance will need to determine what frequency the audits will need to be done.

d. Board Governance: Art – No Report

e. Outreach and Planning: Hilary –

- i. Review of the Annual Meeting that will occur Saturday Oct 23, 2021 4:00 PM.

f. GM Search Committee: Hilary –

- i. The committee will meet this coming Wednesday Oct 20. There are several applicants that appear to make the initial round.

8. Board Discussions:

- a. Appointment of Brian Kassof and Hilary Shook
- b. Hilary Shook, Seat F, and Brian Kassof, Seat D, extended term until elections are conducted in April, 2022.

9. Closing:

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

<b>Board Decisions</b>		
<ul style="list-style-type: none"><li>• Approved September Minutes</li><li>• Approved the Appointment of Brian Kassof and Hilary Shook</li></ul>		
<b>Date</b>	<b>Assignment Action Items with Timeline</b>	<b>Lead</b>
<b>GM Action &amp; Non-Compliance Monitoring Report Items</b>		

- b. Review next meetings topics:
- c. Anticipated Absences: None
- d. The next meeting will be held Monday November 15, 2021 at 6:00 pm, location via Zoom.
- e. Board Calendar and Retreat is on the horizon
- f. The meeting was adjourned at approximately 8: pm.

Respectfully submitted,

Arthur (Art) Gelvin  
Board Secretary  
Fairbanks Community Cooperative Market