

Fairbanks Community Cooperative Market dba “Co-op Market Grocery & Deli”
 Board of Directors Meeting Minutes
 Date: November 15, 2021

1. Call to Order/Roll Call
 - a. Board directors: Anduin called the Fairbanks Community Cooperative Market Board of Directors (Board) meeting to order at approximately 6:02p.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, Patrice Lee
 - c. Absences: None
 - d. Visitors: Pamela Throop
 - e. Read Mission Statement: Richard Seifert read the Mission Statement
2. Review and Adopt Agenda: Agenda approved and adopted.
3. Owner Time: David made a comment to Dennis and thought that the annual meeting was really well done and was excited about the changes that are occurring.
4. October Minutes: Adopted and approved
5. Review October Action Items:

Board Decisions		
<ul style="list-style-type: none"> • Approved September Minutes • 		
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
GM Action & Non-Compliance Monitoring Report Items		
Task color codes: Ongoing, Completed, Delayed		

6. IGM Dennis Hanley Reporting:
 - a. HR updates
 - i. At four weeks, staff is up 29%, added 6 people since October 17.

- ii. 12 additional interviews are scheduled, working towards to be sure that the store is properly staff.
 - iii. The staff has requested to continue to hold the daily huddles.
 - iv. Working towards a team member of the month.
 - b. Extending the store hours back to normal operation.
 - c. Sales for week 45 is \$89,640, +\$15,000 from the week prior
 - i. Large out of stock from UNFI this week 50%
 - ii. SPLH \$ 113.10 last week, average 3 weeks \$ 112.27
 - d. Productivity too high in grocery thus affecting sales not enough hours.
 - e. Planning first theme event in store
 - i. Week of December 20/Citrus Truckload Sale
 - f. Coronavirus – Question about what to do with the current situation with the COVID-19. There are three options that is being considered, only would be acted upon once a labor law attorney has been consulted. Option 2 would be the preferred action to update the Covid plans.
 - i. Option 1, is don't do anything
 - ii. Option 2, would like to have a copy of a vaccination card for staff on hand, only the IGM and HR would have knowledge of vaccination status. Recommending to stop temperature checks with vaccination people.
 - iii. Option 3, everything that is in Option 2, would like to require non-vaccinated people to be tested.
 - g. Discussion about the Paid Time Off procedures and will be looking rework how much carryover will happen for the current year. Large balance of PTO can be a liability for the co-op.
 - h. Currently rewriting the employee handbook, there is outdated information and needs to be updated.
 - i. The staff was asked to provide 2 to 3 things that they would like to see change. The top things are Training, Medical/Dental/Vision, and Morale.
7. Committee Reports:
- a. Board Development: Anduin –
 - i. Reached out to Todd to discuss plans for the retreat, a doodle poll will be sent out to choose dates and time.
 - b. Executive: Hilary – No Report
 - c. Financial/Audit: Rich –
 - i. The benchmark from the audit would be the income from operations.
 - ii. Moved to approve the audit
 - iii. Seeking guidance on how do we handle the Corporate Agent, without a GM someone needs to be appointed as a Corporate Agent. Dennis will reach out for advice from his contacts.
 - iv. Recommend to extend the contract for Carolee for her services
 - d. Board Governance: Art – No Report

- i. Will work on updating the board calendar for review to be ready for Dec. review.
 - e. Outreach and Planning: Hilary –
 - i. Eat and greet in December 18 and 19.
 - ii. Working on getting the \$5k grant to support people who are in need.
 - f. GM Search Committee: Hilary –
 - i. Carolee has spent more than the 10 hrs originally contracted, will set up a committee meeting.
 - ii. Discussion was held to discuss the current candidates that appear to be qualified.
 - iii. Interviews will be conducted between Nov. 29 and Dec. 15. There are a bunch of local people that appear to be qualified, which is promising.
- 8. Board Discussions:
 - a. CBLD Facilitation Training – there were four sessions that helped guide how to facilitate meetings. The greater benefit was to be able to visit with people from other co-ops. Recommend that this training will be useful for board members.
 - b. CBLD GM Eval and Comp – Keep the evaluation of the GM separate from the compensation. GM evaluation needs to be spelled out prior to onboarding of the new GM. Don't change in the metrics mid-way through the evaluation period. The GM compensation should be separate and not tied to the evaluation.
- 9. Closing:
 - a. Review October Action Items (Decisions, Tasks/Assignments)

Board Decisions		
<ul style="list-style-type: none"> • Approved October minutes with amendments • Approved the acceptance of the audit by Wegner 		
Date	Assignment Action Items with Timeline	Lead
11/15/2021	Make change for the Corporate Agent	Rich
GM Action & Non-Compliance Monitoring Report Items		
11/15/2021	Reach out to Mark to ask for guidance on what to do about the Corporate Agent	Dennis

- b. Review next meetings topics: Ownership Appreciation Dec 15 – 19, Eat and Greet 18 – 19.
- c. Anticipated Absences: None
- d. The next meeting will be held Monday December 20, 2021 at 6:00 pm, location via Zoom.
- e. The meeting was adjourned at approximately 8:10 pm.

Respectfully submitted,

Arthur (Art) Gelvin
Board Secretary
Fairbanks Community Cooperative Market