

Fairbanks Co-op Market and Deli



Co-op Board Meeting Minutes

Feb 21st, 2022 6:00 pm - 8:00 pm

1. Welcome

Meeting was called to order at 6:01 pm

Member Attendance

Name	Attendance	Notes
Amber Quesenberry	Present	GM
Anduin McElroy	Present	Vice Chair
Art Gelvin	Present	Secretary
Brian Kassof	Present	
Hilary Shook	Present	Chair
Patrice Lee	Present	
Richard Seifert	Present	Treasurer

Guest Attendance

Name	Attendance	Notes
Brianna Walters,		

2. Mission Statement - Read by Anduin

3. Owner Comments

Brianna Walters joined the meeting to familiarize herself with how the board works and intends to submit a packet for joining the board. She had no other specific comment

4. Review and Adopt February Agenda

No changes was suggested

Decision | February Agenda Adopted

5. Review Minutes

a. January 2022 Minutes

Decision | January Minutes Approved

b. Review 2021 Annual Meeting Minutes

Decision | 2021 Annual Meeting Minutes Reviewed and Recommended to share to Members for 2022 Annual Meeting

6. Review Action Items

1. Write up a resolution to give Brian and Amber Q. signature authority for the bank
2. Amber Q. was to get the details for the support agreement with NCG.

7. GM Reporting

1. Some detail are being worked out for the NCG exception/exemption letter. Working with Dennis Hanley to get it finalized.
2. Working on team development by focusing on two parts. Team cohesion where a series of recognitions will be used to help boost moral, employee of the month, Caught in the Act Award, and team rallies. Team development will be where the GM will work with the individual staff member to set expectations and plan out personal development.
3. With the managers, one-on-one meetings will be held, where they all have labor budget projections in order to get scheduling and the labor budget under control. We go over shrink so weekly, weekly sales report, and strategize how to overcome those percentages going forward.
4. Total Stores Sales: \$84,592 (-1.6% prior year), Year-To-Date: \$542,349 (-8.1% prior year)
5. Steps to improve sales: Addressing shelf holes: reworking backstock and restructured ordering, Reworked the teams schedule for coverage, assigned breaks and task list for better time management and productivity
6. A new partnership has been formed with Richard Wilkins from Interior Alaska Shopping. Expanding co-op reach to the remote areas of Alaska and the Yukon. Products have been added to the Dumpling App, Richard will shop for his customers and ship to their locations. The cost is 100% free to the co-op.

8. Break

9. Committee Reports

a. Board Development

- Board election season is upon us, the call for candidates wet out at the beginning of February. So far we have not received any applications.
- The deadline for applicants to apply is March 1. This deadline is a hard deadline as ballots will be printed on March 7, voting will begin March 25.
- This serves as a reminder for those who seats are up for re-election that they need to submit a new board application.
- The bylaws need to be reviewed and the elections will need to be decoupled from the annual meeting. This task needs to be added to the agenda for the coming year.

Task | Review bylaws to decouple the board elections from the Annual Meeting

Art Gelvin, Anduin McElroy

01 Jun 2022

b. Executive

No Report - Did not meet

c. Finance/Audit

The Committee met to discuss the remaining owner loans, a large portion of the loans are coming due in the next few years, the several large payouts will have an impact on the available cash. Several owners with loans coming due, have been contacted to discuss quarterly payment options, or extending terms. the committee will continue to reach out to find others that would be amenable to making changes to their loan payments.

d. Board Governance

No Report - Did not meet

e. Outreach and Planning

- The committee met on Feb 14'
- Member days are March 13 - 19, we won't be doing a meet and greet, hopefully for the next member days we can do so.
- The community access grant will be going to those who get SNAP to receive an additional 10% discount. This is a pilot program and should begin March 1.
- The logistics for the April 23 members meeting have been worked out. It's going to look very similar to the October meeting, still looking for a guest speaker, a couple of people were contacted. Plan on the entire arriving on Zoom at 3:00 pm. The same people will have the same roles as the last meeting.

10. Board Discussions

- A presentation of Boardable was given by Art. Boardable is being considered as a tool to help manage board activities, schedule meetings, has integrated video capabilities, built in capability for creating an agenda and taking minutes, also has the capability to store files. It is hoped that this software service will consolidate all the various different services (Dropbox, Zoom, etc) and improve board communication and organization.

Decision | Board voted to approve the use of Boardable

- Comments from the Chair: The last few years have been quite busy with the pandemic, new GM's, and the board redefining our roles over this time. It's now time for the board to back out of co-op operations and get back on regular board duties. Committees need to start meeting on a regular basis and take the time to submit reports.
- There is still some work needed to find a labor attorney for the GM to provide a little separation from the board attorney, who is also an owner member.

11. Closing

a. Review Discussions, Tasks, and Assignments

- **Decision:** February Agenda Adopted
- **Decision:** 2021 Annual Meeting Minutes Reviewed and Recommended to share to Members for 2022 Annual Meeting
- **Decision:** Approved the use of Boardable

b. Preview next meeting topics

i. Confirm next board meeting

ii. Important Dates

March 9 - 13: Owner Appreciation Days

iii. Absences next month?

c. Meeting Adjourned at 7:44pm

12. Future Topics (Parking Lot)