

Fairbanks Co-op Market and Deli



Co-op Board Meeting Minutes

Apr 18th, 2022 6:00 pm - 8:00 pm

Member Attendance

Name	Attendance	Notes
Richard Seifert	Present (Remote)	
Patrice Lee	Present (Remote)	
Hilary Shook	Present (Remote)	
Briana Walters		
Brian Kassof	Present (Remote)	
Art Gelvin	Present (Remote)	
Anduin McElroy	Present (Remote)	
Amber Quesenberry	Present (Remote)	

Guest Attendance

Name	Attendance	Notes
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1. Welcome

Meeting start time 6:08pm

Task | Check the settings for Zoom and have the website updated,
Art Gelvin
20 Apr 2022

a. Check-in with Board Members

Quick round table to check in with everyone.

b. Read Mission Statement

Fairbanks Community Cooperative Market works for health and sustainability by providing healthful foods and products, promoting local suppliers, and offering consumer education in an open, community-centered environment, through a viable business.

Art Read Mission Statement

2. Approve Agenda

Board Action/Outcome: Board Approval

Decision | Agenda Approved

3. Owner Time

Board Action/Outcome : Listen

N/A

4. Approve Minutes

Board Action/Outcome: Approve

a. Approve February

Decision | Board approved February Minutes with minor correction.

b. Approve March

Task | Attendees of the March meeting need to review the minutes and add missing information

Brian Kassof, Anduin McElroy, Richard Seifert, Hilary Shook
16 May 2022

5. Review Action Items

1. Find out the metrics for the social media interactions and how effective is the flier?
2. Review bylaws to decouple the board elections from the Annual Meeting.

6. GM Reporting

Board Action/Outcome: Listen

a. FYI Report

i. Team Development

- Sampling new items for each item, new produce or store item.
- Continuing the cooperator of the month.
- Quarterly monthly meetings
- A pre-meeting for Truckload sale will take place so we can plan on the different tasks for everyone.
- Continuing to follow the CDC guidelines, encouraging staff to wear masks, it's currently voluntary to wear masks and most are wearing masks.

ii. Steps to drive 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.
- Gave the management team a labor budget guideline.
- Merchandising strategy: Planning on when promotional and seasonal store placement to ensure that there isn't overstock for seasonal items.

iii. Margin Discussion

- We will not know the actual margin until after quarterly inventory with exception of Fresh Dept.
- Many factors impact margin such as/not limited to: Price updates/adjusting on basics, increase in sales, invoice coding to correct departments, assortment of product, exemption on Basics, and freight costs.
- Already seeing increased freight costs due to fuel prices, roughly increased \$20 - \$30 per order.
- Management is working on reviewing all departments and categories to remove/add items to adjust margin, scanning store weekly ensure tags reflect correct price, update prices on basics, adjust ordering to reduce out of stocks and work on finding alternatives to keep shelves full.

7. Break

8. Committee Reports

a. Board Development - Anduin

- Member voting us currently underway, about 15% of the members have voting which allows us to meet quorum.
- Member meeting is Saturday April 23 @ 4pm.
- Board retreat is Saturday April 30, Todd Wallace will be in town to work with us.

b. Executive - Hilary

- Committee met to establish benchmarks and targets for the GM since we aren't in the reporting phase, we agreed to waive the 90 days probationary period, GM needs to provide a plan to meet margin goals.

c. Finance/Audit - Rich

- Continue to work on the owner loan situation, finding that loan holders are being cooperative, taking payments on a quarterly basis.

- Lease negotiations will have to begin in earnest and will seek out help from Pamela Throop who has been a strong supporter of the co-op and has helped us in the past
- There is concern about the increase of utilities, we should try to contact the Interior Gas Utility to look at the building and get an estimate on what it would take to change the heating system to something that could potentially be an overall cost savings for the building.

d. Board Governance - Art
No Report

- Short discussion about use of personal email for coop business, mentioned having a new email address that can be used, need to look into other options.

e. Outreach and Planning - Hilary

- Annual meeting that is happening this week. The board will meet at 3pm in order to work out the kinks and do a rough run through the agenda.
- Hilary - Agenda, Art - business portion of approving the agenda and minutes, Anduin - will read out election results, introductions of new and re-elected board members, Amber Q. - will talk about supporting local business, Sam (?) - from the Food Bank is guest speaker, Hilary - will give state of the store.
- Seedling sale will be in June, will be short, 10am - 2pm
- There is a poll up on Boardable for time slots for the Truckload Sale.

9. Board Discussions

a. Review Annual Meeting - Agenda, Roles and Responsibilities, Truck Load Sale
See Committee reports where discussions occurred.

b. Lacy Street Project

- A project designed by Fairbanks fast planning, Fairbanks area surface transportation. Has artists transforming the streets of downtown. Their job is to introduce the community to the ideas of future development through vibrant public art. The goal is to redevelop Fifth Avenue and Lacy Streets into green streets. These murals will be on the streets for one year, and it's to get the public to visualize that space that's currently asphalt as green space. So they have four different artists so that four different sections between 10th and 5th fifth. If the coop wants to get involved with one or some of the artists, this could be a great collaboration opportunity.

c. Food Bank Potted

- Single pots are being placed around various businesses to show people that they don't need a large garden to grow food. Pots can be used and there is a competition to see who can grow the largest cabbage.

10. Closing

Meeting Ending at 8:03pm

a. Review Discussions, Tasks and Assignments

- **Decision:** Approved agenda
- **Decision:** Approved February Minutes
- **Decision:** Postponed approval of March Minutes
- **Task** - Attendees of March meeting are too review March Minutes and make edits.
- **Task** - Art is to check the settings for Zoom and have the website updated,

b. Preview next meeting topics

None

i. Confirm next board meeting date: May 16

ii. Important Dates

Annual Meeting - April 23
 Board Retreat - April 30
 Truckload Sale - May 14 - 15
 Seedling Swap - June 4

iii. Absences next month?

None Indicated