



Fairbanks Co-op Market and Deli

Co-op Board Meeting Minutes
Oct 17th, 2022 6:00 pm - 8:00 pm

Attendance

Members

Present: Art Gelvin, Brian Kassof, Patrice Lee, Anduin McElroy, Richard Seifert, Hilary Shook, Briana Walters

Remote: Amber Quesenberry

1. Welcome

Meeting started at 6:10 PM

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.

Read by Rich

2. Approve Agenda

Board Action/Outcome: Board Approval

👉 Approved Agenda

3. Owner Time

Board Action/Outcome : Listen

None present

4. Approve August/September Minutes

Board Action/Outcome: Approve

5. Review Action Items

- Look into who has the authority to make the financial commitments for the co-op, not explicitly stated in bylaws.
- Get letters out to the loan holders who agreed to defer their loans.
- Send out a letter to all of the owners who have loans with the talking points for the financial situation.
- Create a newsletter for the general membership for the financial situation.
- Look into different pricing options for CBLD.
- Add GVEA loan request on the November agenda.
- GM to send a wish list of what needs to be upgraded or improved.
- Create a document to provide a highlight for the suggested changes to ownership.
- Look into the AK State Statues about paying back membership dues.

6. GM Reporting

Board Action/Outcome: Listen

a. FYI Report

Sales Growth: -8%

Average Basket Size: \$42 (-2.09 change)

Owner Sales: 69% **Non-Member Sales:** 31%

October Lend a Hand Donations: \$2,637 for Literacy Council of AK

- Increased number of customer comments, most requesting to "bring back" products that could have been removed due to the resets or could be out of stock.
- We are having challenges finding supplies, such as lamb and duck, we have been out of stock for the past several months and it's being requested. Beef continues to be short dated; we continue to purchase from local vendors (Chicken, Turkey, beef and pork) note: more expensive source but local, reliable and better dates.
- Decline in sales in bulk coming from lack of Special Orders, down -63% in comparison to 2021. Additional end cap for bulk, adding 20 new items to the bulk department.
- Local produce continues to be the focus, two farmers have reached out letting us know that they cannot continue to supply the co-op with the same amounts as last year due to poor growing season.
- Local Love Events will occur on the first Saturday through Oct-April.
- Once a month the co-op offers up a drop-off zone for local CSA businesses (currently 3). Catch 49 will be at the store Nov 9th, 5 - 6pm.
- NCG is sponsoring four Co-ops for a Marketing Pilot program that focuses on basket size using targeted ads; we were selected as one of the four.

7. Break

8. Committee Reports

a. Board Development

None

- b. Executive
- c. Finance/Audit

- Letter of response to Bachner group regarding lease proposal
- Discussed follow on questions from the Saturday workshop to review finances and develop plan to call members who have loans with the co-op

d. Board Governance

i. Reviewed policy reports with GM

- Reviewed the monitoring checklist that we use to keep track of the Policy Reports from the GM.
- Worked out the dates when the Policy Reports will be due for each month.



Discussion for Annual Performance Review for GM

Owner: Art Gelvin, Anduin McElroy

e. Outreach and Planning

1. Ana has asked for a short biography to be put into the newsletter.
2. Ana is working on creating a PayPal account to allow for payment for ownership, also can be used to allow people to donate funds to the store.
3. Brianna sent a poll so that board members can sign up to attend a tabling event at the store as a meet-n-greet to discuss with people about ownership and board membership.
4. Brianna and Anduin met to talk about the celebration for the 10 year anniversary. Looked into how other stores have celebrated, allowing owners to purchase additional shares, have different share levels, another idea would be to put community partners listed on the website.
5. Anduin shared with us some ideas on what we can do to for the 10 year anniversary, one suggestion would be that have a large gathering of the founding owners, vendors, something similar to how the fundraisers were held in the past. It could provide an opportunity to provide a 10-year financial background, also act as a fundraiser for expansion.



All agreed that having a celebration in the spring of 2023



Schedule a workshop for the 10-year celebrations

Owner: Anduin McElroy

9. Board Discussions

a. Membership for CBLD?

Hilary will send out a price list of options for a la cart

b. Final decision on the Board Stipend

i. Motion: Anduin made a motion to discontinue the board stipend

1. The stipend was started as a means as to generate interest to join the board.
2. The stipend can only be used will be in the store.

3. Request to have the stipend reviewed on an annual basis, which will be tied to the budget.

 The board approves the continuation of the board stipend.

 **Board Budget for November**

Owner: Brian Kassof, Richard Seifert

 **Send out Monthly Calendar to board members**

Owner: Art Gelvin

c.

10. Closing

Meeting Adjourned at 8:07pm

- a. Review Discussions, Tasks and Assignments
- b. Preview next meeting topics
 - i. Confirm next board meeting date: November 21
 - ii. Important Dates
 - iii. Absences next month?