

Fairbanks Co-op Market and Deli



## Co-op Monthly Board Meeting

Mon Jan 16, 2023 6:00 PM - 8:00 PM AKST

### Attendance

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#### Members

**Remote:** Art Gelvin, Anduin McElroy, Brian Kassof, Patrice Lee, Amber Quesenberry, Briana Walters

**Absent:** Hilary Shook

**Chair-** Hilary Shook, **Vice Chair-** Anduin McElroy, **Treasurer** - Brian Kassof, **Secretary** - Art Gelvin, **GM** - Amber Quesenberry

#### Guests:

**Cindy Jorgensen, Juliette Shephard, Mary Christensen**

#### 1. Welcome

Meeting Called to order at 6:06pm

**a.** Check-in with Board Members

**b.** Read Mission Statement

Read by Briana

#### 2. Approve Agenda

 Approved Agenda

#### 3. Owner Time

- Mary Christensen - The minutes for Nov - Dec are missing, could those be added? Answer: Yes, the edits to the minutes were delayed and will be posted by the end of the week. Did we sign up with CDS, the cooperative development foundation? McKenzie Bezos is giving out donations for and it might be an opportunity to obtain grants. Did the (insert the two visitors) help offer to help with messaging? Answer: The messaging was about the loan deferrals. How about working with Andrew Crow at UAF? Answer: We have been in touch with him on and off again. Suggestion for a membership drive is to have a membership scholarship to give someone in need a chance to join.
- Discussion about various steps we are taking looking into grant opportunities.

#### 4. Approve December Minutes

 Approved December Minutes

#### 5. Review Action Items

#### 6. GM Reporting

##### a. FYI Report

- **Sales Growth:** -15%
- **Average Basket Size:** \$46 (-5% change)
- **Owner Sales:** 73% **Non-Member Sales:** 27%
- **October Lend a Hand Donations:** \$2,257 for Interior Alaska Center for Non-Violent Living
- Bulk has been well stocked and maintaining price increases, a new price increase will be happening in order to include the increase shipping costs.
- General Merchandise is difficult due to the amount of money it takes to build the department up as well as selecting the right products to sell.
- Continuing to reduce the hours of staff on a volunteer basis to reduce our overall costs.
- Shipping is still problematic, reached out to five different companies to get quotes and will evaluate once all arrive. UNFI is working on giving us credits for the past three weeks of missed shipments.
- Looked into leasing or purchasing new credit card terminals, without a new Point-of-Sale (POS) system, the savings are minimal. With a new POS system our savings in fees would be around \$18,000.
- Looking to get participate in community events at least once a month.
- A general discussion was held to discuss the challenges with shipping, when the co-op initially started the dry weight costs was \$0.27/pound and currently it is around \$0.43/pound
- Juliette Shepherd commented that we should join the Chamber of Commerce which could provide some spotlight activities, speaking opportunities, reaching outside our normal messaging avenues.
- Alaska Food Security and Independence Task Force 2022  
<http://www.alaskafoodsystems.com/> - The Governor extended this to the end of February, a good place to send our message about our struggles to pro

- ☑ Write a submission for the Alaska Food Security Task Force

Assigned to: Briana Walters, Anduin McElroy, Patrice Lee

Due: 02/04/2023

**b. Break at 6:58 pm**

**c. Policy B2 - Planning and Financial Budgeting**



The Board accepts the Policy as submitted, with understanding that it is not in compliance, and there is a plan to get back into compliance.

**d. Policy B3 - Asset Protection**

- Going to change holidays in the employee manual, an example would be closing the store for certain holidays.

- ☑ Look for last full audit which would have recommendations to provide to the GM for things to improve.

Assigned to: Brian Kassof



The Board accepts the Policy as submitted and fully compliant.

## 7. Committee Reports

**a. Board Development**

- Patrice Lee, Rich Seifert, and Anduin McElroy seats will be vacant and will need to be filled. Patrice indicates that she will run again for her seat.
- Request to have current board members to submit a small blurb to state "why I'm on the board" that could be used in the newsletters.
- Deadline for items to go on the ballot is March 1st.
- Board retreat, options for dates, April 29 - 30, any weekend in May is available, push into June?
- There a lot of options for facilitator options.

- ⊙ What are looking for in the retreat? What options for a facilitator do you want to have? What topics do you wish to cover? Send to Anduin in the next two weeks.

**b. Executive**

**i. CBLD 2022 Q4 Report - For Your Information Only**

**c. Finance/Audit**

No report

- Discussion: Update on progress to ask loan holders to extend loans or rollover the loan with original terms.

**d.**

**i. 2023 Board Calendar**

- Update on the GM contract, finished with the language and just need to send it to Amber.

**e. Outreach and Planning**

- Party planning in full swing, came up with an idea of how we want to do the party. The issue is, does it make sense to hold the party at the same time as the annual meeting.
- April 22 has been identified to hold the party.
- Rob Prince will MC the party if we wish to do a Dark Winter Nights format where the original founders can tell stories of the startup.

**8. Board Discussions**

**a. Funding and date for board retreat**

Discussed and not going to vote on this issue until February meeting. April 29 and 30th, 2023

**b. 2023 Budget**

Discussed the budget during the Policy B2

 Board approved the 2023 budget as submitted.

**c. Resolution 1 - 2023**

 Board approved the Resolution 1 - 2023, to add

- ⊙ Write new resolution with new dates, add Brian, Amber Q., and Cindy. Remove Amber H. and Rich Rosenberg from Spirit of Alaska.

Assigned to: Art Gelvin

**9. Closing**

Meeting Adjourned at 8:30pm

**a. Review Discussions, Tasks and Assignments**

**b. Preview next meeting topics**

- i. Confirm next board meeting date:**
- ii. Important Dates**
- iii. Absences next month?**