

**Sno-Isle Food Co-op**  
**Board of Trustee's Meeting**  
*Date: March 25, 2023*

**Submitted by:** Taryn Cooper

**Attendance Log:**

**Present: B.O.T.** Tye Ferrell (President) via Teams, Steve Moore (Vice President), Kari Quaas (Treasurer), Diane Belote (Secretary), Stevie Wallace, Bruce MacCracken, Richard Porter, Christina Kilbourn,

**G.M.** Leah Scates

**Absent:** Ana Gregory,

**Confirmed Resignations:** None

**Meeting Start:** 9:10 am

Call to order

Agenda Amended and Approved  
Minutes Approved

FLOW CHART FOR THE FOLLOWING:

**Nominating Committee minutes have been read:**

In packet

**CEC Minutes have been read:**

In packet

**Executive Committee minutes have been read:**

In packet

**Policy Governance Committee minutes have been read:**

Tye moved that if a Board committee writes a charter, said charter should be approved by the Board

Bruce Seconded

Approved Unanimously

**Policies have been read: C.4**

Tye found a grammatical error, will email Steve about it to be discussed at an upcoming Policy Governance Committee meeting.

**Monitoring Report has been read:**

In packet

**GM Monthly Report has been read:**

In packet

**Bank Signers**

Leah moves that the Board gives General Manager Leah Scates, Board President Tye Ferrell, and Board Treasurer Kari Quaas, permission to be the only parties

responsible for account management and maintenance at WSECU, Fidelity, and Coastal Community Banks; this to include all signing responsibilities.

Seconded by Stevie

Approved Unanimously

### **Budget**

Leah would like to add more time to the next Finance meeting so that she can propose a new budget, according to our new timeline this is the time that the Finance Committee will be creating a new Board Budget, the budget created will go to the April Board meeting for approval. The Board Budget comprises of:

- Board Meetings
- Annual Meeting
- Education
- Travel
- Miscellaneous

### **GM Evaluation**

- April: Leah will start her self-review and present a GM review to staff
- May: BOT fills out GM review and self-reviews to be compiled by the Board Secretary; BOT performs GM review, if GM is lacking in any area, she has until June to present her solutions
- Board review given, GM solutions presented if needed

### **Staff Compensation and Benefits- Staff Treatment Policy**

There is a lot more feedback that could be gathered if the Co-op had a Staff Treatment Policy, and Leah would like have an STP addressed by the Policy Governance Committee. It was proposed that this year we use the same review questions as last year, but have the results handled internally rather than hiring an external service. Tye suggested the reviews go to the BOT Secretary rather than HR for the comfort and transparency of staff.

Leah Proposes that GM staff review be collected in the month of April and turned into our Board Secretary at the end of April

Bruce seconds

Approved Unanimously

### **Parking Lot / Open forum:**

A question was raised about full vs. part-time staff. In the past, the Co-op had 30% full-time staff, and 70% part-time staff, that is now the opposite which has affected Labor Margin. Leah explained the past issues we faced with staff retention, and that the decision was made to invest in staff to work towards better attendance, and most importantly, efficiency.

The Volunteer Discount appeared to have doubled, but that was clarified that it now includes all Owner Discounts. In the past, owner discounts were part of the Marketing Budget, but have been moved.

We now officially have a Retail Manager Raven Schaefer, now we will be posting for a Meat/B&W Lead.

Questions to ask at the end of the meeting:

### **Updates to communicate to the member-owners?**

#### **Anything for the Decision History Log?**

Tye moved that if a Board committee writes a charter, said charter should be approved by the Board

Bruce Seconded

Approved Unanimously

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Seconded by Stevie

Approved Unanimously

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Bruce seconds

Approved Unanimously

**Website:** Any request for changes, updates, etc. from the board?

**Request for next month's agenda:**

**How did we do and how can we do better?**

10:01 am

***Meeting Adjourned***