

Sno-Isle Food Co-op
Board of Trustee's Meeting
Date: October 4, 2021

Submitted by: Jenny Orr

Attendance Log:

Present: B.O.T. Bruce MacCracken, Christina Kilbourn, Mark Thornley, Sam Shipley, Steve Moore, Tye Ferrell, Doug Kimball, Stephanie Davis, Stevie Wallace

G.M. Leah Scates

Absent: none

Confirmed Resignations: None

6:00- 6:30 pm Education time
Subject: Continuing DEI Discussion

The Board furthered their discussion on the book "White Fragility".

6:35 pm Call to order
 Agenda - Approved
 Minutes - Approved

Committees and Reports:

Nominating Committee: The planned street festival was canceled. The elections "meet and greet" with candidates and Nominating Committee did not happen as planned. Doug did volunteer on Saturday and encouraged owners to vote.

Board Decision: The Board voted unanimously to appoint Doug Kimball as the Board's representative on the Nominating Committee.

Community Engagement Committee: No updates.

Executive Committee: Minutes included in the packet.

Policies have been read: None due this month.

Monitoring Report: B.8 was including in the monitoring report.

GM Monthly Report: Sept. 1 the Co-op starting wage went up to \$15 per hour. The GM is working with a consultant to update the Co-ops wage scale.

Calendar Review and Discussion:

- October 8 – Annual Meeting online, final day to vote
- October 9-12th, Marketing is validating votes
- October 13, 1 pm – Vote Counting by the Nominating Committee
- October 13, 7-8 pm - Nominating Committee meeting
- October 14th, Contacting all candidates
- October 15th, Announcing election results in store and online
- October 11, 4:45-5:45pm – Community Engagement Committee meeting
- October 25th, 5:30pm - Executive Committee meeting
- November 1, 6-8- BOT monthly meeting

Finances:

- Total Income down .02% from 2020 and down 3.9% from 2019
- Sales Increases from 2020 in the following departments: Grocery-Frozen, Grocery-Taxable, Wellness, Deli, Service-Deli, and Mercantile.
- Sales Decreases from 2020 in the Meat and Produce Departments.
- The Board wants to have information sent out to the ownership about the Boards decision on dividends this year.
- The Board talked about having an expansion expense line included on the P&L.
- Savings accounts need to be spread out to make sure it's not over the NCUA (National Credit Union Administration) insured limit. The Co-op may want to keep some money in checking accounts, so we don't get penalties for multiple transactions.

Action Items:

- 66990 – Leah to clarify this line in next month's report.
- Next agenda add more time to finance.
- Move \$250,00 from 1005 to 1006 accounting line.
- Move \$155,00 from 1011 to 1013 accounting line.

D5.4.5. Amendment vote

The current policy reads:

"To recognize that when more than 3 meetings are missed by a Board Member throughout any fiscal year, resignation will be assumed of that Board member."

Proposed revision to Board Policy D5.4.5:

"To recognize that when a Board member has missed three or more Board meetings in a fiscal year, the Board as a whole will review that member's participation record and determine whether to:

- a) ask the member to improve attendance (or face possible dismissal)
- b) ask the member to resign from the Board voluntarily
- c) revoke the member's continued Board membership

The Board moves to approve the proposed revision: Unanimously approved.

Communication With Owners & Improvements with that Process:

We have our new Communications Coordinator hired. This month is National Co-op Month. The new Communications Coordinator will be attending all Board meetings. She will be writing a monthly Board newsletter. The Co-op email list is a high priority of hers.

BOT self-evaluation results Discussion: Moved to next BOT meeting for a 15-to-20-minute time slot.

Expansion & On-going Election:

- The staff is ready for expansion.
- The Board discussed the timeline of expansion.
- The Board has already made decisions on expansion and have hired people to start the process.

Parking Lot / Open forum:

The Board would like to send a written thank you card to Amber (former GM).

Action Items:

- Bruce will send card
- Financial Ratio Report request for an expansion line - Leah
- Financial Ratio Report request to show negative numbers for patronage - Leah

Questions to ask at the end of the meeting:

Updates to communicate to the member-owners? None

Anything for the Decision History Log? Yes, 2 written in the minutes above.

Website: Any request for changes, updates, etc. from the board? None

Request for next month's agenda: Revisit expansion decision and go over Landlord meeting results.

How did we do and how can we do better?

8pm

Meeting Adjourned