

Sno-Isle Food Co-op
Board of Trustee's Meeting
Date: November 11, 2021

Submitted by: Jenny Orr

Attendance Log:

Present: B.O.T. Bruce MacCracken, Christina Kilbourn, Tye Ferrell, Doug Kimball, Stephanie Davis, Stevie Wallace, Steve Moore, Adasha Turner, Kari Quaas
G.M. Leah Scates, **Communications Coordinator** Abby Powell

Absent: none

Confirmed Resignations: None

Meeting Start: 6 pm

6:00- 6:30 pm: Education Time. Meet and greet with our newest BOT members, Adasha Turner and Kari Quaas. Also, introductions for Abby Powell, our new Communications Cordinator.

6:30 pm: Call to order

Agenda - Approved

Minutes - Approved

FLOW CHART FOR THE FOLLOWING:

Nominating Committee: Minutes included in packet. The three NomCom members have been re-elected: John, Karen and Nancy.

CEC Minutes: Minutes included in packet.

Executive Committee: No minutes.

Policies have been read: None due this month

Monitoring Report: B.1. The Board briefly went over what monitoring reports are and looked over the B.1 report.

GM Monthly Report: Was included in the packet.

Calendar Review and Discussion:

- November 10, 7-8 pm - Nominating Committee meeting
- November 8, 4:45-5:45pm - Community Engagement Committee meeting
- November 29, 5:30pm - Executive Committee meeting
- December 6, 6-8- BOT monthly meeting

Finances: Our debt to equity is doing great. Our cash on hand is healthy. Our overall sales are slightly down from last year at -1.6%.

The negative monthly numbers shown on the key ratios are correct for patronage. It's the annual number that is used in calculating patronage.

Staff/BOT relationship: The GM mentioned that we do not have any policies around volunteers to staff relationships. There have been some communication problems in the past between staff and volunteers. The staff has a code of conduct to follow, but the volunteers do not at this time. The Committee Charters could be updated with a code of conduct written into them.

Action Item:

- Abby & Leah to work on "Code of Conduct" statement to be added to charters (Jen)
 - After the Code of Conduct is complete, Leah will attend each committee board meeting with each respective board liaison to speak about the new Code of Conduct
 - Steve (CEC), Doug (NomCom), Bruce (Exec) - will all work with committees to further update charters

BOT self-evaluation results:

The Board discussed that they scored low in Board communications to owners and that they hope to improve that by working with our new Communications Coordinator.

Member/ Owner communication: With our new Communications Coordinator the Board will now be sharing news with the owners monthly. Abby is working on updating the Co-op email list, updating address, and getting more owners to opt into marketing emails. She is working on building our social media presence.

Parking Lot / Open forum:

- There is a local food survey that the Board would like to promote.
- The Board talked about highlighting more local producers.
- The Board talked about how to have a smoother transition after elections. Possibly have the old BOT members join one last meeting with the newly elected members.
- Columinate is offering financial trainings for co-op finance understanding. Session Dates: Thursdays Nov. 4th, 11th, 18th, & Dec. 2nd at 7:30pm ET

Questions to ask at the end of the meeting:

Updates to communicate to the member-owners?

- Welcoming our newest BOT members and recognizing those who have left.
- Why shopping local is important for the holidays.
- There will be an increase of communications from the Board to owners with the help of our new Communications Coordinator.

Anything for the Decision History Log? Not at this time.

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

Request for next month's agenda: Bylaws review and updates.

How did we do and how can we do better?

8pm

Meeting Adjourned