

Sno-Isle Food Co-op
Board of Trustee's Meeting
Date: December 7, 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

6:00- 6:30 pm Education time: Everett Housing Authority

6:30 pm Call to order: Agenda - approved
Minutes - approved

Reports:

Nominating Committee: Minutes included in packet.

CEC Minutes: Minute included in packet.

Policies for review: B.7 & B.8 included in packet.

Monitoring Report: B.2 included in packet.

GM Monthly Report:

- The Co-op has started a new schedule for reviews with staff and management.
- A new wage scale system has been implemented to include new raises.
- The Board would like a review the volunteer code of conduct once written. Can be done through email.

Action Item: Leah and Abby to write volunteer code of conduct and email to BOT.

Calendar Review and Discussion:

- December 13, 4:45-5:45pm – Community Engagement Committee meeting

- December 27, 5:30pm - Executive Committee meeting
- January 3, 6-8- BOT monthly meeting
- January TBA – Retreat with Todd Wallace, Jan.22?

Retreat Agenda ideas: DEI, survey for owners, budget, and expansion.

- Adasha has a lot of contacts to build on DEI that can be brought to the retreat.

Finances:

- Income Year to Date vs Previous Year (-0.1%) down. This is a huge improvement looking at the past 12 months. The last time this number was positive was October 2020 (2.1%).
- Days Cash on Hand (81) up from previous year (77)
- Labor Margin (25.8%) high
- Total Income (\$549,631) down 0.2% from 2020
- Up from September \$33,702.38
- Sales Increases from 2020 for the following departments:
 - Grocery 0.2%
 - Grocery, Taxable 4.7%
 - Wellness 7.8%
 - Service Deli 25.4%
 - Mercantile 14.3%
- Sales Decreases from 2020 for the following departments:
 - Grocery, Chill 7.9%
 - Grocery, Frozen 2.9%
 - Meat 7.3%
 - Produce 6.1%
 - Deli (Grab-and-Go & Bakery) 8.4%
 - Beer & Wine 11.4%
- Cost of Goods down 1.4% from 2020
- Gross Profit up 1.9% from 2020
- Expenses up 7.7% from 2020
- Net Income down 79% (\$2,794.54) from 2020

Proposal: To have a separate Finance Committee meeting separate from the Executive Committee meeting.

Board Decision: The Board has voted to approve a separate Finance Committee meeting from the Executive Committee meeting.

- Finance Committee Meeting from 5:30-6pm on the last Monday of the month (unless it lands on a holiday) right before the Executive Committee meeting at 6pm.
- Include our bookkeeper in the Finance Committee meeting.
- Have our bookkeeper produce a cash flow monthly statement.
- The Finance Committee can review the annual budget.
- The annual budget can be added to the BOT retreat agenda also.
- The Columinate finance training recordings have been emailed out. Please check your junk mailbox.

Action Item: Add to finance time in next month BOT meeting – explanations of Steve’s observations: May Cash on Hand and estimated net-profit seems high.

Seating of Officers: The Board discussed who is interested in the different positions and voted in the following officers for the year (Dec-Nov):

- President: Bruce MacCracken
- Vice-President: Tye Ferrell
- Treasurer: Christina Kilbourn
- Secretary: Steve Moore

Survey of Owners: The Board is interested in creating survey questions.

- The Board discussed the main purpose of this survey is to find out how can the Board communicate effectively with the ownership.
- We need to have Board to ownership communications working well in order to effectively communicate expansion or other subjects.
- Communications Coordinator, Abby, asked: What do we want to do with the data collected from this survey? Covid has changed how we do business, shop, marketing, etc. The Marketing department would like to find out from our shoppers how their information is best received (social media, email, physical handouts, etc.).
- Expansion, sales, community at large, marketing, owner communications are all different subjects the Co-op could survey for in the future.
- The CEC could help with getting feedback from beyond our ownership.

Action Item:

- Abby to write survey draft.
- The Board to review Abby's survey draft.
- Board members - bring your survey questions to the retreat.

Expansion: The Board discussed next steps and decided to restart the Facilities Planning Committee.

Parking Lot / Open forum:

- Bylaw review and changes? Committee charter revisions? These subjects can be looked over by all members for recommendations.
- Automated roundup: a new option that is available now at the register. You can choose to have your account automatically donate your change to the monthly charity.

Follow ups from last BOT meeting:

- Local Food Survey - It was shared to the Co-op community by Twitter and email newsletter.
- Local Food Suppliers - we will have a blog soon tied into local food vendors and our 25th anniversary.
- Board Members Transition after elections - May be a subject to include for bylaws.

Facilities Planning Committee: Next meeting will be Thursday December 9th at 6pm. January meeting yet to be determined.

Action Item:

- Jen will add to the Teams calendar Facilities Planning Committee and invite Mark T.
- Jen will add to the calendar Finance Committee meeting Dec. 27 at 5:30 pm and change the Executive Committee meeting start time to 6pm.

Questions to ask at the end of the BOT meeting:

Updates to communicate to the member-owners? None discussed.

Anything for the Decision History Log? Yes, the decision above.

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

Request for next month's agenda: Finance question listed above.

How did we do and how can we do better?

8:16 pm

Meeting Adjourned