

**Sno-Isle Food Co-op**  
**Board of Trustee's Meeting**  
***Date: April 4, 2022***

**Submitted by:** Jenny Orr

**Attendance Log:**

**Present: B.O.T.** Bruce MacCracken, Christina Kilbourn, Steve Moore, Doug Kimball, Stevie Wallace, Kari Quaas, Ana Gregory

**G.M.** Leah Scates

**Absent:** Tye Ferrell, Adasha Turner

**Confirmed Resignations:** None

**Meeting Start:** 6 pm, in-person at the Co-op Classroom

**Snacks and Education time:**

Leadership Snohomish County – Heather Freeman came to speak about Leader Snohomish County. They build communities and leaders. They have multiple programs to support their mission.

Nominating Committee Speaking – Moved to possible the next meeting. Doug spoke about Board transition. Nancy interviewed Sam after his term ended.

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

**Committees & Reports**

**Nominating Committee:** Minutes will be emailed to BOT.

**Community Engagement Committee:** Minutes have been emailed out. Event trainings in the classroom on May 10 at 3 pm and May 19 at 5 pm.

**Action Item:** Jen will add to Board calendar.

**Executive Committee:** Minutes included in packet.

**Policies for review this month:** D.1 and D.2.

**Action Item:** Rename policies with titles in SharePoint.

**Monitoring Report:** This month is B.6. The Board reviewed it.

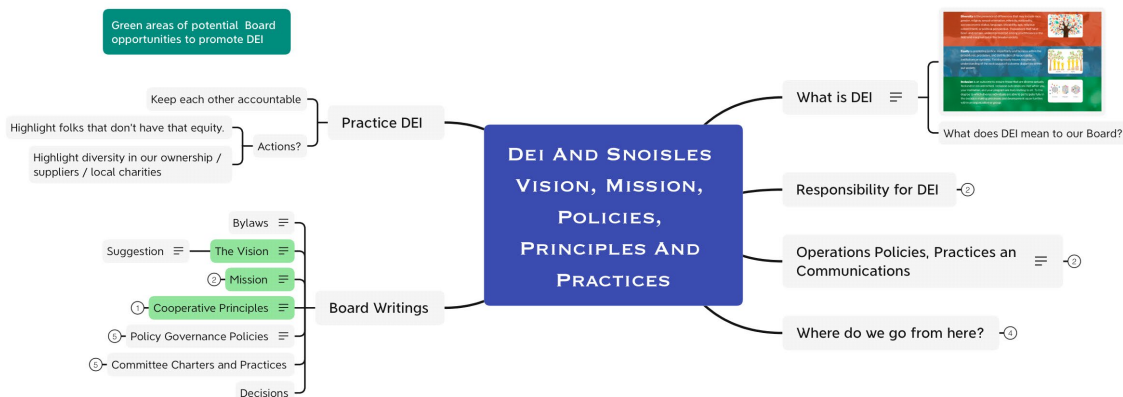
**GM Monthly Report:** Leah went over the report with the Board. Wellness area is going to be rearranged soon to open that section of the store.

**Calendar Review and Discussion:**

- April 12, 4:45-5:45pm – Community Engagement Committee meeting
- April 13, 7:00-8:00 pm – Nominating Committee meeting
- April 20, 6pm Teams - FPC, Everett housing authority
- April 25, 5:30-6:30pm- Finance & Executive Committee meeting
- May 2, 6:00-8:00 pm– BOT monthly meeting

**Finances** - Deli Service is doing great, but the grab and go section is not doing as well. Talked about how to increase sales and our marketing. The cash on hand has gone down a little due to covering labor with sales also being a little down. Our coop will be doing price comparisons with other Co-ops in Skagit and Bellingham for deli items.

- Income Year to Date vs Previous Year is up 1.4%
- Labor Margin (33.2%) high
- 24.5% labor margin is average for the National Co-op Groceries (NCG).



**Diversity, Equity and Inclusion – What’s Our Strategy – Steve Moore**

DEI- Steve took the Board through the process of looking at DEI by a mind map. The Board talked about who is responsible for ensuring the Co-op is following DEI practices and policies. The Board and GM are both responsible. The

Board is in charge of writing policies to include DEI. The GM is in charge of all operations where DEI can be practiced.

We have an opportunity to develop our own DEI policy. We can adopt this through our Ends-statement, Mission statement, Vision Statement, and current policies.

- Marketing can create signage based on these policies.
- The BOT could create a DEI committee that would include staff and Board members. This committee could also nominate register roundup organizations.
- We could adopt a 13th principle for DEI or change the 7th policy.
- We could we make our website and publications multi-lingual.

The Board would like to form an ad hoc DEI committee. The Board approves unanimously.

Committee members will be Steve, Leah, Kari, Tye, and a minimum of three staff members.

**Action Item:**

- Jen will send mind map attachment to BOT.
- DEI committee decision added to the BOT decision history log.

General Manager Review Process –

The Board will meet in person off site to go through the manager review process. BOT will need access to their SharePoint during the process to look up the past years GM reports and Monitoring reports.

Review process date: Monday May 16 at 6pm. Will meet at a restaurant. Bruce will find restaurant and make reservations.

Questions to ask at the end of the meeting:

**Updates to communicate to the Owners?** BOT is now meeting in person. The BOT is making a DEI committee. CEC is having trainings.

**Anything for the Decision History Log?** Two decisions above.

**Website:** Note that we are meeting in person now. Get rid of tonic page. Update the register roundups.

**Request for next month's agenda:** Nominating Committee guest speaker for education time.

**How did we do and how can we do better?** Good meeting!

8pm

***Meeting Adjourned***