

**Sno-Isle Food Co-op**  
**Board of Trustee's Meeting**  
***Date: September 7, 2021***

**Submitted by:** Jenny Orr

**Attendance Log:**

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

**G.M.** Leah Scates

**Absent:** Christina Kilbourn, Steve Moore

**Confirmed Resignations:** None

**Meeting Start:** 6 pm

6:00- 6:30 pm

Education time: Discussion on the book "White Fragility" and the organization Hooks Global.

The Board discussed the book "White Fragility". Each member talked about which parts of the book stood out to them.

The GM is planning to involve the Management Team with Hooks Global over a 6-month period. They will be meeting once a month and assigning homework between meetings. Hooks Global is a coaching firm that helps organizations build transformational growth. The GM hopes that Hooks Global can guide the management team in creating a more equitable organization.

Sept. 20 from 6:00 to 7:30 Zoom meeting with Todd Wallace discussing Diversity, Equity, and Inclusion.

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

**Nominating Committee:** Minutes were included in the BOT packet. Election for BOT and Nominating Committee voting starts Sept. 1 and ends Oct. 8 (Annual Meeting).

The Board briefly discussed the bylaws for the Nominating Committee and electing a BOT member on it who is not planning on not rerunning for the Board.

**Community Engagement Committee:** Minutes were included in the packet.

**Executive Committee:** No meeting minutes this month.

**Policies for review this month: D.7 & D.8**

The policies were discussed. The board thinks they could work on improving D.7 (relations to members). Due to the new Communications Coordinator position, now is a good time for the Board to come up with a plan or a list of ideas on how to improve Board communications to the membership.

The GM will review our budget for marketing to ensure it's enough for Capital Campaign and expansion.

**Action Item:** Leah to investigate other co-ops / businesses formula for coming up with a marketing budget limit.

**Monitoring Report:** None due this month.

**GM Monthly Report:**

The GM went over the buildings parking changes for the future. The building owners parking decision may change the Co-ops plans for expansion. The Co-op would like to have at least 20 parking spots.

**Everett Housing Authority:**

One of our Board members spoke with the Director of Development. They are super excited about the possibility of working with the Co-op in the future and feel that their goals are in line with us.

**Calendar Review and Discussion:**

- September 1 - Election Start
- September 8, 7-8 pm - Nominating Committee meeting
- September 13, 4:45-5:45pm - Community Engagement Committee meeting
- September 27, 5:30pm - Executive Committee meeting
- October 2 - Annual Harvest Festival block party
- October 4, 6-8- BOT monthly meeting
- October 8 - Annual Meeting online, final day to vote

**Finances:**

All the changes that needed to be fixed on the key-ratios since last month has been completed. Currently accounts are being paid a little too fast. Income is up from last month. NCG is helping us with a new key-ratios to include on the monthly key-ratios report. Our labor is a little high with trainings for new staff. Meat, Deli, Wellness Departments are close to or up from 2019. Number of customers per day are up.

**Board Decision:** The Board would like to send Amber (part of the former GM Team) a \$1000 gift card to the Co-op. Approved unanimously.

**D5.4.5. Amendment discussion and vote:** moved to executive committee meeting for policy governance to rewrite. Then the policy can go to the BOT for approval.

**BOT self-evaluation results discussion:** tabled to next meeting. To cover main areas that needed improvement.

**Expansion budget:**

The changes of the parking spots available can hurt the capital campaign. The capital campaign consultant says it's not important to have a visual aid for the capital campaign. At our co-op a visual aid could help tremendously to make the expansion more tangible to investors.

There have been security concerns with the building and working with building management. The Board discussed the dynamics of renting spaces for businesses. The GM is working with the NCG consultants on the LOI.

**Action Item:** Leah to invite Bruce to the meetings with John Guerra.

**Marketing Update:**

Next Wednesday is the meeting between marketing and BOT liaison. We still need a piece written on the GM transition. We are losing our Marketing Manager and are creating a new position called Communications Coordinator. Some of the responsibilities of the former Marketing Manager position are being funneled to other positions. Communications Coordinator will attend every BOT meeting which can help communicate to the public better. This new role will help streamline the BOT to membership communications.

Questions to ask at the end of the meeting:

**Updates to communicate to the member-owners?** Not at this time.

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

**Website:** Check out the elections on the Co-op website.

**Request for next month's agenda:** The items that were tabled this month.

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

8 pm

**Meeting Adjourned**