

Sno-Isle Food Co-op
Board of Trustee's Meeting
Date: August 1, 2022

Submitted by: Taryn Cooper

Attendance Log:

Present: B.O.T. Tye Ferrell (Vice President), Christina Kilbourn (Treasurer), Steve Moore (Secretary), Doug Kimball, Ana Gregory, Kari Quaas

G.M. Leah Scates

Absent: Bruce MacCracken (President), Stevie Wallace

Confirmed Resignations: None

Guest: Ian Dawe, John Mostrom

Meeting Start: 6:10 pm in The Boardroom

Snacks and Education time

An Informal Q & A with Sno-Isle's Retail Manager Ian Dawe

Ian refreshed the Board on the changes that will be made to the retail floorplan and gave the Board an opportunity to ask questions about the process.

- Potential challenges: selling stagnant product that no longer fits in each sets footprint, labor needed to remove old shelving and build the new shelving and sets, helping staff and customers navigate the new floorplan
- Discontinuing products: all products that have been selected by Management and Lead staff to be discontinued has poor sales compared to related products, many core items have dramatically increased in price or are no longer available and are replaced whenever possible, reducing number of products to ease reset and then will bring on new products when space is more easily assessed
- Labor: all labor hours for the reset will be shifted rather than added, back stock area to be office space for leads to streamline processes and reduce time for tasks, top stock shelving will help save labor over time

Nominating Committee Communication with John Mostrom

John and the BOT continued their discussion on how NomCom and the Board can work more closely together to recruit Board candidates. Agreed that they should be a unified voice and that they need to make elections function best for the Co-op. NomCom would like to see the BOT develop a resource list for utilizing volunteers with special skills; good pipeline for joining the Board. NomCom would also like to see more easy education for owners on how policy governance works. There was discussion for fostering a culture of appreciation amongst staff and volunteers alike.

7:00 Call to order

Agenda: Approved

Minutes: Approved

Committees & Reports:

- Nominating Committee minutes in packet
- Community Engagement Committee minutes in packet
- Diversity Equity and Inclusion Committee minutes in packet
- Executive Committee minutes in packet

Policies for review: None

Monitoring Report has been read: None

GM Monthly Report: Included in Packet

Calendar Review and Discussion:

- August 9th , 4:45-5:45pm – Community Engagement Committee meeting
- August 10th , 6:00-7:00pm – Facilities Planning Committee
- August 10th , 7:00-8:00 pm – Nominating Committee meeting
- August 29th , 5:30-6:30pm- Finance & Executive Committee meeting
- September 6th , 6:00-8:00 pm– BOT monthly meeting

Finances:

The Board discussed labor margin with Leah and whether it was unusually high. After labor was cut without notice in 2020 there was a severe impact to employee morale which was noticed by customers; Leah has committed to keeping wages and hours steady. "Investing in staff." The Co-op's debt is going down which gives us an opportunity to look into credit lines to help fund large expenses.

Retreat- What did we take away from it, and how can we apply that knowledge:

Steve asked each Board member present to what they got from the retreat.

- Focus on Policy Governance Committee that can address changes to Bylaws and other documents
- Planning ahead rather than as things arise
- The importance of collaboration with NomCom, it is important to have roles defined and constant communication and coordination
- Macro vs. Micro trends and how they apply to Sno-Isle
- Looking for particular skills in regards to BOT succession planning
- Addressing the health of the Board overall, how does the big-picture relate to the small-picture

Our Strategic Plan

Leah presented the Board with Sno-Isle's 2023-2025 strategic plan.

Our New Budget

The budget is drawn from historical trends at the Co-op and has inflation incorporated. There will be more budget information in GM Reports going forward, and the full budget tool will be available to the Board. The Board would like to see more long-term financial data, specifically pre-pandemic to have a better idea of the Co-op's overall financial health.

Restructuring Policy Governance: Who, What, Why, and When

Parking Lot Items

Questions to ask at the end of the meeting:

Updates to communicate to the member-owners?

Anything for the Decision History Log?

- Steve moved to simplify financial reporting; full reports will be available via Sharepoint.
- Kari Seconded
- Passed unanimously

Website: Any request for changes, updates, etc. from the board?

Request for next month's agenda:

- Intro to Budgeting Tool
- Restructuring Policy Governance

How did we do and how can we do better?

8:15 pm

Meeting Adjourned