

**Sno-Isle Food Co-op**  
**Board of Trustee's Meeting**  
*Date: July 5, 2023*

**Submitted by:** Leah Scates

**Attendance Log:**

**Board Members:** Tye Ferrell (President), Steve Moore (Vice President), Kari Quaas (Treasurer), Diane Belote (Secretary), Stevie Wallace, Bruce MacCracken, Christina Kilbourn, Richard Porter

**Guests:** Linda Nelson (guest)

**GM:** Leah Scates

**Absent:** Ana Gregory

**Confirmed Resignations:** None

**Meeting Start:** 6 pm

**Education Session Future Prepping / Planning**

The board discussed how they may go about preparing for the future at the Co-op. Planning topics include strategic planning, relationship building, and expansion/relocation.

**Board Meeting**

6:36 pm Call to order

Agenda Review and Approval

Stevie approved, Bruce seconded, approved unanimously.

Minutes Review and Approval

Bruce approved, Steve seconded, approved unanimously.

FLOW CHART FOR THE FOLLOWING:

**Nominating Committee minutes have been read:**

Stevie and Tye's names misspelled – amended by Taryn

**CEC Minutes have been read:**

In packet

**DEI Minutes have been read:**

In packet

**Executive Committee minutes have been read:**

In packet

**Finance Committee minutes have been read:**

In packet

**Policy Governance Committee minutes have been read:**

In packet

**Policies have been read:**

- D.5- Code of Conduct
- D.6 – Board Committee Principles

In packet

**Monitoring Report has been read:**

No monitoring reports scheduled.

**GM Monthly Report has been read:**

In packet

### **Calendar Review and Discussion**

- July 11<sup>th</sup> , 4:45-5:45pm – Community Engagement Committee meeting
- July 5<sup>th</sup> , 5:00-6:00pm – Policy Governance Committee meeting
- July 18<sup>th</sup> , 4:00-5:00pm- DEI Committee
- July 12<sup>th</sup> , 7:00-8:00 pm – Nominating Committee meeting
- July 24<sup>th</sup> 6:00-6:30 pm- Finance Committee meeting
- **No meeting for August** – Executive Committee Meeting
- Not Active – Facilities Planning Committee Meeting

### **Elections / Nominating Committee (Nom-Com)**

Nominating Committee Chair, John Mostrom, discussed the Bylaws and procedures for revising the Bylaws with the Board. The Board is planning to change the Bylaws after the elections. The Nominating Committee is interested in becoming a non-elected committee of the Board, which the Board is considering. The Committee Chair also suggested that the Nominating Committee could develop a Procedural Manual for elections. The Committee Charter also needs to be updated. In addition, Committee job descriptions should be created. It was also suggested by John that the Nominating Committee be renamed the Leadership Development Committee. Bylaw changes will be proposed by the Policy Governance Committee, ideally as a package, sometime after the elections in October.

## **Summer Retreat Planning**

Draft agenda for the upcoming retreat on July 29<sup>th</sup> includes: bylaw changes, future prepping, staff presentations with Retail and Deli Managers, and Market Trends presented by the retreat facilitator, Todd Wallace, and Leah, Sno-Isle General Manager.

The agenda will take place at the PUD. Christina will investigate reserving the space.

## **Focus group for the General Manager**

The board would like to offer themselves as a focus group to the General Manager for constructive feedback on their experiences in store. The GM would also like to use the Board as a focus group for things the operational staff may be considering implementing.

## **Insurance Policy**

The GM gathered clarification on the Board's insurance policy and found that individual board members are not held liable in the event that the Co-op cannot meet payroll. The board discussed that when the Co-op is ready to seek an expansion or relocation they may seek help from Columinate consultants to decide if additional insurance coverage is needed.

## **GM Report**

Sales at the Co-op are steady averaging \$20k daily. The deli has shown great strength in sales increases with the new Service Deli menu. The GM is still working on B Corp recertification. According to B Corp, the Co-op will need to become a Social Purpose Certification (SPC) with the Secretary of State.

## **Finances**

The Key Ratios are updated with 4.75 years of data. In the third quarter, the Co-op had a positive Net Income for the first time since Q1 2022. Gross margin has increased to 40% and labor has decreased to 29%.

## **Pictures of the Board**

*Photos have been moved to a later date.*

## **Parking Lot Items**

## **Adjourn to Executive Session – GM Review**

Questions to ask at the end of the meeting:

**Updates to communicate to the member-owners? Anything for the Decision History Log?**

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

**Request for next month's agenda:**

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

8:00pm

Meeting Adjourned