

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

**Submitted by:** Taryn Cooper

**Attendance Log:**

**Present: B.O.T.** Tye Ferrell (President), Bruce MacCracken (Vice President), Kari Quaas (Treasurer), Steve Moore (Secretary), Ana Gregory, Stevie Wallace, Richard Porter, Diane Belote,

**G.M.** Leah Scates

**Absent:** Christina Kilbourn,

**Confirmed Resignations:** None

**Meeting Start:** 6:06 pm in the Boardroom

**Education Session- Future Prepping/Planning**

Board Members used the education portion of the meeting to begin thinking about how to prepare the Co-op for eventual future expansion. The idea is to develop a plan jointly with GM to strengthen the Co-op's finances, external relationships, internal capabilities, and knowledge so that it is better prepared to expand. Some topics discussed include:

- Investing in our current location to increase sales.
- Strengthening existing relationships and building new ones inside and outside of the community.
- Developing new strategies for resilience.

**Board Meeting**

6:34 Call to order

Agenda Approved Unanimously

Minutes Approved Unanimously

FLOW CHART FOR THE FOLLOWING:

**Nominating Committee minutes have been read:**

In Packet

**CEC Minutes have been read:**

It was Abby's first meeting as Marketing and Outreach Manager, and Rebecca's last as Outreach Coordinator, and all went well.

**DEI Minutes have been read:**

Reviewed the last of the co-op's bylaws from a DEI lens and will be

proposing changes to the Policy Governance Committee.

**Executive Committee minutes have been read:**

In Packet

**Finance Committee minutes have been read:**

In Packet

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

None

**Policies have been read:**

- D.3 – Agenda Planning
- D.4 – Executive Roles  
Executive Committee will be presenting a new agenda for the year using a dynamic calendar  
Note on D.4.2 would like the wording changed

**Monitoring Report has been read:**

- No monitoring reports scheduled.

**GM Monthly Report has been read:**

In Packet

**Calendar Review and Discussion**

- June 13<sup>th</sup>, 4:45-5:45pm – Community Engagement Committee meeting
- June 7<sup>th</sup>, 5:30-6:30pm – Policy Governance Committee meeting
- June 20<sup>th</sup>, 4:00-5:00pm– DEI Committee
- June 14<sup>th</sup>, 7:00-8:00 pm – Nominating Committee meeting
- June 26<sup>th</sup>, 6:00-6:30- Finance Committee meeting
- June 26<sup>th</sup>, 6:30-7:00 – Executive Committee Meeting
- Not Active – Facilities Planning Committee Meeting
- July 5<sup>th</sup>, 6:00-8:00 pm– BOT monthly meeting

**Decisions:**

- July Board Meeting July 5th
- Summer Retreat July 29<sup>th</sup> or September 9<sup>th</sup>

**Owner Communications**

What do we want to hear from owners? What do we want to communicate to owners?

**Elections: Board Recruitment**

The Board discussed recruiting and how important it is to encourage folks from the community to run. There was discussion about inviting candidates to the Annual Meeting so that owners have an opportunity to meet them. If it will fit into the agenda the Board thought it would be useful to give the candidates an opportunity

to speak.

### **Decision - Volunteer Code of Conduct review and approve**

Kari moved to approve the Volunteer Code of Conduct

Stevie seconded

Approved unanimously

### **GM Reports**

- Monthly Report- The Co-op has reached a different season operationally and has had a transformative year due to personnel changes. With the help of the Management Team there have been updates to policies and procedures to hold staff accountable in an equitable manner. More development opportunities are being provided for staff, and overall the culture at the Co-op is more professional.
- Monitoring Reports - Nothing Due
- Volunteer discounts- tabled for July Meeting

Leah Proposed an Expenditure of \$8,069.57 for 30 new shopping carts

Steve moved that we approve the expenditure

Bruce seconded

Approved unanimously

### **Finances**

Increased profits, increased customer count, and increased cash on hand. The Co-op's financial health continues to improve.

### **Insurance Policy review**

More questions surrounding payroll liability. What circumstances would a member of the Board be liable?

**ACTION: Leah will reach out to our insurance agent to clarify the question.**

### **Idea: Quarterly Board feedback on the store**

Tabled for July Meeting

### **Parking Lot Discussion**

### **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?**

Kari moved to approve the Volunteer Code of Conduct

Stevie seconded

Approved unanimously

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

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

Board Member Pictures

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

Respectful of each other's time in conversation.

7:50pm Meeting Adjourned for Executive Session