

# Silver City Food Co-op — Board Meeting Minutes

**Date and Time:** Wednesday, March 24, 2021 — 5:30 P.M. to 7:30 P.M.

**Location:** Zoom

**In Attendance:** Shanti Ceane, Tuan Tran, Scott Zager, Gwen Lacy, Julianna Albershardt, Susan Golightly, Emma Eileen McKinley, Kristin Ludgren, BIT Mar Bartlett, staff Kevin Waters, Kassandra Sedillos

## Welcome / Membership-board discussion (5:35-5:50, 15 minutes)

- A. **Approve Agenda** – Approved by Consensus
- B. Directors' Announcements –  
**Tuan:** Carol does not have any statements from ROD and had questions if it was going to be added into Garbanzo Gazette  
**Kristin:** have reference points from MC to put into agenda
- C. Members' comments – no comments

## I. Old Business (5:50-5:55, 5 minutes)

- A. **Approve February board meeting minutes** – **Approved by Consensus**
- B. Concern Coordinator Update – had a great meeting with Brittany from Columinate about defining board and GM roles and policies concerning GM/Staff and daily operations and we were able to clear things up

## II. Committee Decisions and Announcements (5:55-6:20, 25 minutes)

- A. Member Connect (MC) Update – Date of GMM is May 16, 2021; GMM reminder, annual report, and introduction of new board member will be sent in by April 10<sup>th</sup> for May Garbanzo Gazette; Recap of GMM will be sent in by May 10<sup>th</sup> for June Garbanzo Gazette; sending link of Zoom recording to members not able to attend GMM
- B. Recruitment, Orientation and Development (ROD) / Elections Update – Columinate meeting April 20<sup>th</sup> at 5:30p.m.
- C. Board and Management Evaluation (BME) Update – no update
- D. Finance Committee (FN) Update – Next meeting in April or May; 2020 audit will be a part of that meeting and will be received within the next week

## III. Monitoring Reports (6:20-8:00 pm, 1 hour 40 minutes)

- A. B6 (Staff Treatment and Compensation)
  - i. **Accept Interpretation** – **Interpretation Accepted**
  - ii. Accept Data
    - Reporting safety and communication; deficiency that needs to be fixed; adding safety manual to give to employees by the end of June; Asking employees what they think should be added into safety manual; making fire exits known for customers in new store
    - In the process of revising personnel policies
    - General Manager will be informing staff on clarifying their employment status (will be part of revised handbook); Plan for compliance will be completed by the end of June
    - In 2020 14 employees separated employment; 11 were voluntary, 1 was involuntary, and 2 were terminated; 40% turnover rate
    - Encourage employees to report unethical or illegal behavior; behavior by general manager will be reviewed by 3<sup>rd</sup> party (will be amended in updated version of handbook)
    - Policies must be applied consistently by General Manager; All employees who supervise others will go through an HR training course by end of June (this will be done every 2 years)

- General manager will not give benefits that are not offered to other employees in the same employment status; employees will receive wages based on job description
- All employees will be given evaluations, performance review, and goal setting sessions, new employees will have 30, 60, 90-day check-ins.

B. **Acknowledge B7** (Communication to the Board) – **Approved by Consensus**

- Total payroll \$68,000, Below budget payroll by \$12,000
- Operating expenses \$105,000 (under budget)
- Admin costs \$2,000 under budget
- Signed onto a rodent control program in February and seeing significant deduction in rodents
- Customer count is down
- Basket size has gone up
- Been going through management training that can be discussed later

□ **Pay off street Pope Street mortgage** – full pay off is about \$207,000 – Approved by Consensus

□ **Hire appraisal for Pope Street;** Future value for collateral; recommended to get an appraisal for other buildings as well – Budget of \$10,000 – Approved by Consensus

**IV. Board Meeting Closure (8:00 – 8:05pm, 5 minutes)**

A. Review task list, tabled items, if any, and calendar.

Kristin: GG Article

Julianna: send out new contact list

Emma: Gone from April 6<sup>th</sup>-9<sup>th</sup>

Gwen: Unavailable from April 14<sup>th</sup>-16<sup>th</sup>

Kristin: out of country from April 8<sup>th</sup>-18<sup>th</sup>

**Preparation for April Meeting**

- GG Article due by the 10<sup>th</sup> of the month; must be reviewed by one other board member prior to submitting
- All applicable committees prepare meeting notes
- MC: present 20201 GMM plans for board review
- Monitor Policy B4 (Membership Rights and Responsibilities)
- Monitor policy B7 (Communication to the Board)