

Silver City Food Co-op — Board Meeting Minutes

Date & Time: Wednesday, January 27, 2021 — 5:30 P.M. to 7:30 P.M.

Location: Zoom

In Attendance: Shanti Ceane, Emma Eileen, Gwen Lacey, Susan Golightly, Julianna Albhershardt, Tuan Tran, Scott Zager, Kristin Lundgren, **Members:** Jennifer Johnston

Staff: Kevin Waters, Kassandra Sedillos

- I. **Welcome / Membership-board discussion (5:40-5:45, 5 minutes)**
 - A. Approve Agenda – approved by consensus
 - B. Directors' Announcements

Shanti- recommended a virtual training for Culminate.
 - C. Members' comments

Jennifer Johnston- noticed the picture collage in the Garbanzo Gazette and said that she would like to see more diversity and youth in the Garbanzo Gazette in the future.
Maybe write up the Covid-free trend in next GG article?
Celebrate it and let the members know.

- II. **Old Business (5:45-5:50, 5 minutes)**
 - A. Approve December board meeting minutes – approved by consensus
 - B. Concern Coordinator Update
 - Keeping the idea that things are self-directed in the Co-Op

- III. **Committee Decisions and Announcements (5:50-6:20, 30 minutes)**
 - A. Member Connect (MC) Update
 - i. 2021 Recruitment and Election Calendar
 - ii. Meeting Notes
 - Next meeting things will be finalized
 - GMM is 4 meetings away
 - Working to bring things together in terms of having it online
 - invitations are being worked on. GMM is May 16th via zoom.

 - B. Recruitment, Orientation and Development (ROD) Update
 - i. Meeting Notes
 - Julianna is the contact person for recruitment of the Board.
 - Have had comments from members concerning voting for people they do not know.
 - Having a membership election committee
 - Replace the ROD with an elections committee starting with the new board. (voted Yes)
 - Having an election committee can give people more enthusiasm to participate and receive more information.
 - Give the vice president the responsibility of orientation and development (voted Yes)
 - Julianna will update the Vice President responsibilities
 - Scott has a preference of not changing the board until the new building is ready and moved into
 - Elections occur annually according to bylaws
 - Maintain a 7-person board for this cycle, try to add no more than two new Members per cycle, leave room for board appointment with needed expertise

 - C. Board and Management Evaluation (BME) Executive Session
 - i. Board evaluation in Executive Session – finish Board annual evaluation in Executive Session

D. Finance Committee (FN) – next meeting in February to review 2020 4th Quarter and annual financial reporting

IV. Monitoring Reports (6:50 -7:15 pm, 25 minutes)

- A. Acknowledge B9 (Emergency Succession)
- There will be at least 2 Emergency General Managers (EGM) trained
 - i. Accept Interpretation – Accepted by consensus
 - ii. Accept Data- Accepted by Consensus
 - Mike will be designated (EGM) and go through ongoing training
 - Marguerite will be trained to be (EGM) and will be participating in meetings in March and July and attend a CCMI
- B. Acknowledge B7 (Communication to the Board) – Acknowledged by consensus
- December sales reflect a 17.6% increase over prior year
 - exceed budget sales by ? (not sure the amount, but should be added)
 - final achieved sales for 2020 are \$4,200,503
 - inventory was only done twice this year due to COVID-19
 - total payroll was \$91,219
 - Under the budget of \$11,000 for the month
 - Net Operating Profit in December was about 3% of sales
 - Higher in Net Profit in December with \$125,997
 - Average Basket of 44.33
 - Daily Customer Count: 274 about 23% lower than prior year
 - EBT Spend was about 25% of overall sale increase
 - Increase from 76 curbsides in November to 114 in December
 - Increased inventory by \$22,000
 - Dollar Margin is strong
 - Adjust Produce margin management
 - New employee handbook under review by HR Consultant
 - Harassment policy change, in addition to how harassment will be addressed
 - Pro-Forma review and tweak performed by Mike Morones
 - Annual fire inspection passed with no violations
 - 1 positive COVID test was reported and there was no exposure to other employees

V. Board Meeting Closure (7:15 – 7:20 pm, 5 minutes)

- A. Review task list, tabled items, if any, and calendar.
- Shanti: Double check minutes and send to Emma
- Julianna: will update it and send
- Emma: Member Connect is looking for approval next meeting
- Scott: email about Finance Committee meeting February 9

VI. Executive Session (7:30 – 8:30 pm, 60 minutes)

- A. Conduct board evaluation

VII. Preparation for February Meeting

- A. GG Article due by the 10th of the month; must be reviewed by one other board member prior to submitting
- B. All applicable committees prepare meeting notes
- C. Finance Committee:
 - i. Review B1 monitoring reports.
 - ii. Recommend to board whether to do an AUP for any portion of the co-op in 2020
- D. President: Review Strategic Plan and suggest updates
- E. ROD and all board members: Recruit new board members
- F. ROD: provide digital and paper copies of candidate info packet to operations