

Silver City Food Co-op — Board Meeting Minutes
Wednesday, June 24, 2020 — 5:30 P.M. to 7:30 P.M.
Meeting held via Zoom*

Present: Shanti Ceane, Tuan Tran, Emma McKinley, Kristin Lundgren,
Gwen Lacy, Scott Zager, Julianna Albershardt, Kevin Waters, Jo Lutz

I. Welcome / Membership-board discussion (5:30-5:45, 15 minutes)

- A. Board approves the agenda by consensus.
- B. Directors' Announcements
- C. Members' comments: Board discusses possibility of email forwarding from Zoho to gmail.

II. Old Business (5:45-6:00, 15 minutes)

- A. Board approves May board meeting minutes by consensus.
- B. Code of Conduct Agreement signed and placed in the Secretary's folder. Emma has yet to do it, asks a out printing at the co-op. Shanti says to talk to Judith.
- C. Board Books Review. Shanti asked members to compare board books to table of contents.

III. Committee Decisions and Announcements (6:00-6:30, 30 minutes)

- A. Member Connect (MC) meeting notes and committee charter: Kristin says had a first great Tuan leads GG wrangling, everyone volunteered to lead stuff, Susan outreach, Emma education. Plans to amend charter to distinguish from the role of Concern Coordinator, and also amend "coordinate" election process to "support" election process. Scott interviewed Laurie and Jennifer for GG gratitude piece, and the interview touched on things they have dealt with during their tenure and COVID-19 didn't even come up. Kristin wants to feature committees in GG, Scott says August can be a good month to recruit for MC because it's just before roundup recipient selection. Deadline focus is on the 10th of the month, don't stress Carol out by submitting too little.
- B. Recruitment, Orientation and Development (ROD) meeting notes and committee charter: Julianna says that the ROD charter doesn't cover coordinating elections, so one committee. ROD met on the 19th, working on orientation, encouraged new members who did not get a mentor please do so. Worked on retreat in light of COVID restrictions, has a meeting scheduled with Martha to go over the retreat agenda. Let her know if August 28-29 works. Reviewing the charter for the next meeting, will coordinate with MC. Tuan asks who is available as a mentor, Scott volunteers. Mentors are available to new board members to answer questions and track down answers if they don't have them.
- C. Board and Management Evaluation (BME) meeting notes and committee charter: Gwen updated charter, committee calendar, looking at tools for evaluation, updated manager evaluation to comport with manager contract. Meeting minutes have attached D policies, new board members can see how they relate to B policies.
- A. Finance Committee (FN) no meeting

IV. Monitoring Reports (6:30-7:15 pm, 45 minutes)

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A. Board acknowledges B7 (Communication to Board/ Manager's report) by consensus. Kevin says we had a good sales month, overall just shy of 10% up over last year. Expenses remained in the zone of last year. However, lowest sales-to-purchases he's seen anywhere for a long time. Grocery had 8 UNFI deliveries, bad out-of-stock problem, particularly with UNFI. Rotating through different categories. These factors inflated gross, without inventory to back it up. It will drop when inventory is done. We also got a \$6,000 rebate from UNFI as a business disruption payment for out-of-stock. Expects to see bounceback next month, plan to do inventory on the 28th. Dealing with face covering enforcement, what to do in situations where people are uncooperative or have reasons not to cover their faces. Scott suggests a bouncer. Gwen suggests a protest mask with a picture of the constitution. Scott discusses our fragile customer base. Tun asks about metrics for Bulk. Kevin said that it is measured against last years sale like sections, and not being able to keep rice in stock was a big drawback. Coffee improvements taking longer than anticipated, current estimate is three weeks out. Applying for PPP loan forgiveness.

B. Board acknowledges B10 (Expansion Plan) by consensus. There was previously no B10, Shanti will talk to Martha about creating one. Kevin says that prior to completing business plan and pro forma, more detail was needed in terms of the competitive landscape, also work to be done on detail-level financials for the store, including department-level, sales, and labor analysis, getting updates on costs, working up a good-better-best scenario. Biggest driver is prepared foods, and has the greatest ability to increase margin and revenue. Better food prep, more expensive build-out. We need to calculate exactly how much margin is gained from each increment of expenditure. Gwen asks what would be a co-op-owned business that utilizes the quonset hut? Kevin has some ideas, but says it's something for the co-op to think about. Kevin cites co-op in Hanover that is both a conventional and natural food store that also has an auto shop. Gwen suggests a brewer. Kevin clarifies it would put \$50k on the bottom line and not require a liquor license. Scott suggests cannabis. Scott asks if Farmers Market takes up too much parking. Kevin says that it's a coin flip whether we gain more business or lose more business by a co-located farmers market. Scott is excited about marketing study numbers.

V. Board Meeting Closure (7:15 – 7:30 pm, 15 minutes)