

Silver City Food Co-op — Board Meeting Minutes

Date and Time: Wednesday, December 16, 2020 — 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, staff Kevin Waters, Kassandra Sedillos

I. Welcome / Membership-board discussion (5:40-5:45, 5 minutes)

- A. Approved agenda
- B. Directors' Announcements - None
- C. Members' comments - from Susan Van Auken

I would like the board to have more communication with the member-owners about the expansion project progress. The Garbanzo Gazette and the website are two venues where this can happen. During the past six months there have been only two articles about the expansion in the GG - one in July from Kevin, which was also posted on the website, and one in October from the board about the board retreat in August where the expansion was discussed. These articles mentioned developing a pro forma, a business plan, and actions plans towards making the final decision on expansion. Please keep the member-owners in the loop about all the expansion plans - and let us know what is happening, what is going slowly, and even what, if anything, is on pause. We are all in this together, caring about the future of our co-op and living through the difficulties presented by the pandemic.

Thank you for listening to my comment and thank you for all the work you do.

II. Old Business (5:45-5:50, 10 minutes)

- A. Approve November board meeting minutes-tabled- will be approved through email
- B. Jan 13, 2021 board annual evaluation due to BME (change into a word doc for people to fill out)
- C. Concern Coordinator Update

III. Committee Decisions and Announcements (5:50-6:20, 30 minutes)

- A. Member Connect (MC) Update:
 - i. Round-Up Recipients
 - January: Gila Resources Information Project
 - February: Mimbres Valley Health Action League
 - March: Upper Gila Watershed Alliance
 - June: PLAG
 - July: Expanding Your Horizons
 - August: Literacy Link - Leamos
 - September: Gila Mimbres Community Radio
 - October: Single Socks
 - November: The Commons
 - December: Virus Theatre
 - ii. 2021 Recruitment and Election Calendar
 - Took out in person outreach and corresponded days from 2020
 - iii. Approved 2021 GMM date Sunday May 16, 2021 via Zoom
- B. Recruitment, Orientation and Development (ROD) Update
 - i. Working on board candidate information packet; sent out to ROD committee to go over in January ROD meeting.
 - ii. FAQ document to help new board member orientation

C. Board and Management Evaluation (BME) Executive Session to discuss GM Evaluation

D. Finance Committee (FN)

i. Approve 2021 Governance (Board) Budget

Have \$39,000 in budget

Motion to Cut \$4,000 from training

Budget change to \$35,000 for 2021

Has increased because of Board administration compensation and audit

Getting 20% discount liability insurance

\$9,000 expenditure for coluninate (training, new store, child care for board events)

Send newer members when able to travel to trainings

Fiscal year for Budget starts in January

Put in extra money to retreat budget for second retreat (\$2,000)

Still have airline vouchers

E. 2021 President's Calendar (Approved)

IV. Monitoring Reports (6:20-7:05 pm, 45 minutes)

A. Acknowledge B2 (Planning and Financial Budget)

i. Accept Interpretation (accepted by consensus)

ii. Accept Data (accepted by consensus)

Assume 3% increase in 2021

Need to be reactive; concerned about what it will mean for the store when things go back to "normal"

Revenue, Cost, Profit is highly unpredictable this year due to pandemic

Solid 36.7% growth margin; can change by pricing discipline

33.5% on operating expenses

Expecting reasonable strong NET profit (2% NET income target down the road)

Second round of resiliency pay to active employees

Inventory scheduled for January 3, 2021

B. Acknowledge B7 (Communication to the Board) Accepted

November Sales growth 11.4%

Payroll came in at \$74,362 (including taxes, paid leave)

MCG no November number

Avg Basket \$40.23 (+43.5% under prior year)

Avg daily customers 286

EBT 42% overall sale increase

3 new employees in the last month

Successfully removed the Turkey Reservation System

90%+ sell thru on Turkeys

Sales floor was stripped ad waxed on Thanksgiving

Air purifiers were purchased and placed on sales floor and back room

Met with an AFLAC representative

V. Board Meeting Closure (7:05 – 7:10 pm, 5 minutes)

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

Emma: revising November minutes

Scott: Send Kevin Markups on budget

Shanti: Send Board Evaluation through email

Gwen: Unavailable December 30 – January 6

Kristen: Unavailable January 3

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

- A. Review and finalize GM evaluation
- B.** Conduct board evaluation

VII. Preparation for January 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. ROD: Prepare candidate information packet
- D. BME: Send self-evaluation tools to board members and compile data
- E. All board members complete board self-evaluation (complete forms, etc)