

**Silver City Food Co-op – Board Meeting Minutes**  
**Wednesday, April 23, 2025, 5:30 – 7:00 PM**  
**Conference Room A, WNMU Miller Library**

**Attendees: Leo Andrade, David Burr, Kristina Kenegos, Gwendolyn Lacy, Sandy Lang,  
Paul Slattery, Cinde Thomas-Jimenez, (board members), Kevin Waters (GM), and  
Janna Wittenberg (guest)**

1. Welcome, Introductions and Membership/Board Discussion (5:30 – 5:40 PM)
  - a. Minutes – **Approved** by email consensus April 5, 2025
  - b. Guest introduction – Janna Wittenberg – Janna introduced herself and is interested in joining the Board
  - c. Director announcements – David suggested we schedule a date to preview the new Co-op before it opens. He will send out suggested dates after the meeting.
  - d. Member comments – none
2. Old Business (5:40 – 5:50 PM)
  - a. Concern coordinator update (Leo) – A member asked about volunteering and wants to see more volunteer opportunities at the store. Kevin said there will be more chances to participate after moving into the new store.
  - b. Discussion of CCMA board member attendance – Cinde will be attending but Kevin will not due to the timing of the store opening and the event, which is occurring in late May. CCMA is in Duluth, MN this year.
3. Committee Decisions and Announcements (5:50 – 6:00 PM)
  - a. Member Connect Committee – (Kristina)
    - i. Review GMM plans for 2025 – Kristina gave an update on the planning, which is going well. Sandy suggested giving hand-written thank you cards to volunteers – Cinde and Cathleen will create. Kristina is working on a timeline to tie into our Evolution theme. Tables will have clipboards with our Ends so people can make comments and add their thoughts. The pasta will likely be cold, and accommodate dietary needs e.g. gluten free, vegetarian, etc. The committee will meet one more time at Gough Park on June 4<sup>th</sup> to finalize plans and review the venue.
  - b. Elections Committee (Sandy) – Three board director positions need to be filled. One new person has expressed an interest in running, and Janna has expressed an interest – possibly for the open seat expiring in December.
  - c. BME Committee (Tuan) – David summarized changes to the D4 section regarding the GM's contract, which moves forward dates approximately four months into the year to allow more time for review of the GM's performance.
    - i. **Changes to D4 policy - Approved**
  - d. Finance Committee (Gwen) – Gwen has invited our CPA Denise to next month's meeting to review quarterlies. She also plans to review the board budget every quarter and will work with Marguerite and Andi to pull the latest reports.
    - i. Quarterly reminder to finance office to trigger Kevin's bonus
4. Monitoring Reports (6:00 – 6:40 PM)
  - a. B4 – Membership Rights and Responsibilities (Kevin, verbal report only) – **Accepted**
    - i. Kevin indicated that member-owner rights have continued over the past year, with ongoing education and communication efforts (GG, website, social media, etc.), and participation opportunities (Blues Festival table, GMM volunteering). There were

no changes with patronage and eligibility requirements so no outreach was necessary.

- b. B7 – Communication to the Board – Detailed written report (Kevin) – **Accepted**
  - i. Sales were mostly flat in March, with 1.3% growth in sales. Customer count was up slightly, but average sales per customer were down. Regarding the Pope Street store, the target opening date is May 28<sup>th</sup> based on the assumption that power is turned on April 28<sup>th</sup>, electricians are off site by 4/30, final inspection passes the week ending 5/2 (Occupancy permit issued), and Hussmann work is completed by 5/10.
- c. Ends Check – Engaged Shoppers – Verbal update with written explanation if there are significant accomplishments – (Kevin)- **Accepted**
  - i. Kevin said the increased social media presence with Blue Dog Media has ended, but his hiring of a marketing / outreach person will keep the momentum going and boost visuals and presence. Sandy mentioned the importance of metrics, and Kevin assured the Board he was gathering data to set baselines to measure projects.
  - ii. Cinde suggested the idea of creating a human chain from the old store to the new to pass along something (maybe a key?) as a symbol of transition. She will investigate further.

5. Board meeting closure (6:40 – 7:00 PM)

a. Task list

- i. GG article for June, due May 10 – GMM Invitation (Kristina) with State of the Coop Report (Kevin); Board candidate recruitment reminder (Sandy)
- ii. VP (Tuan): Prepare proposal for Board retreat – Tuan to reach out to Board to determine dates for retreat, then will look for available restaurants on Friday night. Saturday retreat will be at Sandy's house, catered by the Co-op.
- iii. Finance Committee: Accounting firm review
  - o Recommendation for application of net savings (including patronage) from prior fiscal year

b. Tabled items

c. Board Member Unavailable Dates

- a. Kristina – May 17-29<sup>th</sup>
- b. Cinde – May 12-17<sup>th</sup> and May 28-June 3<sup>rd</sup>
- c. Sandy – May 17-22<sup>nd</sup>
- d. Leo – May 27-June 2<sup>nd</sup>

d. Next Board Meeting May 28, 2025, 5:30 PM; Conference Room A if available