

Silver City Food Co-op – Board Meeting Minutes
Wednesday, January 28th, 2025, 5:30- 7:30PM
907 N. Pope Street

Attendees: David Burr, Tuan Tran, Gwen Lacy, Sandy Lang, Paul Slattery, Cinde Thomas-Jimenez, Juliana Flynn, Stephanie Cochran (Directors), Kevin Waters (GM) and Anita Myers (Marketing Manager)

1. Welcome, Introductions and Membership/Board Discussion (5:35 – 5:45 PM)
 - a. Minutes – Approved by consensus December 22, 2025
 - b. Director announcements – The Garbanzo Gazette started up again and board member can include articles as needed. Sandy will write a GG article introducing new members with full board and updated photos
 - c. Member comments – none

2. Old Business (5:45 – 6:00 PM)
 - a. Concern Coordinator update
 - i. Kristina will be stepping down as concern coordinator, and the board discussed the need for a replacement. Everyone signed a card for Kristina to thank her for her time on the board and her contributions.
 - ii. Paul Slattery volunteered to be Concern Coordinator and the board approved.

 - b. 2026 Board Calendar
 - i. David discussed changes to the calendar, including setting date for spring retreat. Julianna suggested meeting with committees before finalizing the board calendar.
 - ii. Approval of calendar has been tabled until next meeting.

3. New Business (6:00 - 6:45 PM)
 - a. Collect signed confidentiality forms from all board members (Tuan)
 - i. All forms were signed and collected. Anita will file in a folder to be kept in her office.
 - b. Appreciation for departing board member Kristina

 - c. Seating new board members, Cinde Thomas Jimenez and Stephanie Cochran
 - i. New members were seated and welcomed to the board.
 - ii. Sandy will get information from new members for board page and will email to Anita for updates.
 - d. Elect officers and approve committee assignments (Including concern coordinator)
 - i. All committee and officer assignments were approved with one change - Sandy moved from BME to FC.

- e. Set date for Spring retreat
 - i. Preferred date is Friday, April 10th from 9 a.m.- 2p.m. with Friday, April 17th as a backup date, depending on the availability of Diane's as the venue.
 - ii. Will finalize date and set agenda for Spring retreat in February.
 - f. Discussion of board member orientation at the store.
 - i. All were unanimous in agreeing that it is important for the board members to be familiar with the store and the staff.
 - ii. Kevin will set a day for board members to come to the store and tour with the department managers. It was decided that 15 minutes with each department manager was sufficient. Anita will communicate to the board once a date and time is set.
 - g. Discussion of location for future board meetings.
 - i. There was lengthy discussion on possible venues. Options included the public library, recreation center, visitor center, and the hearth.
 - iii. Location tabled until more info can be acquired on the different locations and logistics surrounding those.
 - h. Job description/tasks for board administrator
 - i. All agreed there needs to be a more detailed documentation of the board administrator's responsibilities.
 - ii. Gwen suggested hiring a part time board employee specifically for admin tasks. Kevin is open to both options, a separate position or having the marketing manager handle the duties.
 - iii. Administrative Assistant, Nancy Jimenez, has been hired and is awaiting onboarding. Will work closely with Kevin as well as with the board. Kevin will email job description after the meeting.
4. Committee Decisions and Announcements (6:45 – 6:55 PM)
- a. David Burr handed over the meeting to the newly appointed board president, Tuan Tran.
 - a. Finance Committee (Gwen)
 - i. Gwen requested 4th quarter board expenses needed by 3rd week in February. Kevin will pull report or talk to finance manager Pamela to acquire those numbers.
 - b. Member Connect Committee
 - i. No report.
 - c. Elections Committee Report (Sandy)
 - i. No report
 - d. BME Committee
 - i. Tabled to Executive session (Tuan).

5. Monitoring Reports (7:00-7:15)

- a. B9- Emergency Succession (Kevin)
 - i. Kevin appoints Mike Madigan emergency succession general manager. States his wealth of experience and time at the Co-Op makes him the best candidate. **Accepted.**
- b. Annual Summary (Kevin)
 - i. Kevin provides a summary of the 2025 year, with the success of the new location opening and sustaining steady sales growth.
 - ii. David questions lack of actual vs. plan comparisons in the report, to which Kevin explains is due to the transition from pro forma to actual sales data. **Accepted.**
- c. B7-Communication to the Board (Kevin)
 - i. Beat pro-forma sales goal for December. Pro forma sales numbers for December will be emailed out at the end of the meeting. **Accepted.**
- d. End Check- Access to Food (Kevin)
 - i. The delay of the store opening moved many of these deadlines back, which were quickly reviewed at the meeting. However, Kevin mentioned the inclusion of some new growers since the store opening, which has increased the volume of local products but nowhere near the 20% goal. As for the purchasing policy, a new completion date was set for June 2026. **Accepted.**

6. Board Closure (7:15-7:25)

- a. Task list- Preparation for February Meeting
 - i. All board members must have their individual evaluations of GM, based on his self-evaluation to the BME chair no later than February 15th.
 - ii. Secretary:
 - 1. Email Anita with updated board members and roles, as well as stories so that the website page and GG board page can be updated.
 - 2. Report new officers to GM to change board member compensation.
 - iii. All committees:
 - 1. Tuan reminds all committees to review their charters, choose chairs, and nominate new member owners to be on the committees.
 - iv. Finance Committee:
 - 1. Review B1 monitoring reports for 4th quarter of 2025.
 - 2. Review charter and add non-board committee appointments (if any).
 - v. Elections Committee:

1. Finalize candidate requirements for board approval and create election and recruitment calendar for 2026.
 2. Review charter and add non-board committee appointments (if any).
 - vi. Board Management Evaluation committee:
 1. By February 28th, write a letter to the GM that will constitute the full evaluation.
 2. Review charter, appoint committee chairs and add non-board committee appointments (if any).
 - vii. Member connect committee:
 1. Review with GM on setting date and venue of the GMM picnic for 2026.
 2. Review charters, appoint committee chairs and add non-board committee appointments (if any).
 - b. Tabled Items
 - i. Board Calendar approval
 - ii. Board meeting venue
 - iii. Admin assistant and board admin detailed job description
 - c. Board member availability
 - i. Gwen and Stephanie have conflicts for next meeting, February 25th. Gwen out 23rd-28th Stephanie will be out 25th. Cinde and Tuan out 2nd-8th.
 - d. Next Board meeting will be February 25th, 2026, at 907 N. Pope Street unless another location can be secured.
7. Executive session (7:30-8:00p.m.)
 - a. Review of individual and board evaluations
 - i. Kevin and Anita are excused.