

## Board Meeting Minutes

### Silver City Food Co-op – Board Meeting Wednesday, January 15, 2025, 5:30 -6:30 PM Conference Room A, WNMU Miller Library

**Attendees: Leo Andrade, David Burr, Shanti Ceane, Tuan Tran, Sandy Lang, Paul Slattery, Jane Spinti, Gwen Lacey, Cindy Thomas-Jimenez (Board Members); Kevin Waters (GM); Rechelle Gutierrez (Administrative Assistant)**

1. Welcome, Introductions and Membership/Board Discussion (5:30 – 5:35 PM)
  - a. Agenda – **Approved**
  - b. Director announcements  
There are no director announcements.
  - c. Member comments  
There are no member comments.
2. Old Business (5:35 – 5:45 PM)
  - a. December board meeting minutes – **Approved** by email consensus 12/27/2024
  - b. Concern coordinator update (Leo)  
There are no major concerns; the only update is that a group is hosting a webinar titled “A Century of Grocery Retailing and Food Cooperatives in North America.” The Board can decide whether any members would like to attend or watch later and consider potential costs. This webinar could also be beneficial for co-op staff members to watch.
3. New Business (5:45 – 6:00 PM)
  - a. Seat new board members; thank outgoing members  
The Board's two newly seated members are Gwen Lacy, who will take on the role of Treasurer and chair of the Finance Committee, and join the Election Committee. Cinde Thomas-Jimenez will join the BME and Member Connect Committee.  
Thank you Shanti and Jane for your contributions to the Board!
  - b. Review Officer and Committee Assignments -**Approved**  
Cinde is a new member joining the Strategic Planning Committee and Kristina is the link to the WNMU Food Sustainability group.
  - c. Review Annual Calendar – **Accepted**  
At the top of page 2, it states that the election calendar is prepared by the Election Committee Chair and approved at the January meeting. However, in the past, it was included in the December calendar. David preferred to proceed with the January timeline rather than December, which is why it was moved.
4. Committee Decisions and Announcements (6:00 – 6:15 PM)
  - a. Strategic Planning Committee (Sandy Lang)  
The Strategic Planning gave an update on new metrics added to the community tactics. The tactics are as follows: building strategic partnerships to expand vision outreach by targeting charitable giving and organizations that align with Co-Op values, developing plans for the Co-Op, and becoming a hub the community.  
  
The committee also discussed key metrics for the B7 report, including the possibility of adding information about “what is local” and tracking EBT spending on a monthly basis. The BME committee will determine if or how to incorporate into the B7 report.

Lastly, they presented a plan for incorporating Ends reporting into monthly and annual reports. The committee is recommending that reports be compiled into one of three categories: checkpoint, in-depth and annual report. The B7 will remain basically the same, with the possible addition of new “key” metrics. The remaining B reports will be checkpoints, with Kevin presenting the information verbally instead written as in the past. And the Ends will be checkpoint reports, presented twice a year, and will be rolled into the annual report. Sandy will update the spreadsheet and send to the entire board for review.

- b. Member Connect Committee: No report
- c. Election Committee: No report
- d. BME: No report
- e. Finance Committee: No report

5. Monitoring Reports (6:15 - 6:20 PM)

- a. Kevin – brief report on monthly financials B7 this month

December sales have increased by 6.7% compared to the previous year. Operating profit stands at \$150,000, reflecting a net operating profit margin of 3%. Once we transition to the new store, profitability is expected to settle to a middle ground. The new inventory will feature over 1,000 additional items, offset by the removal of around 350 existing products. The new store will also benefit from improved organization and structure, with a stronger emphasis on maintaining optimal in-stock conditions.

6. Board meeting closure (6:20-6:30 PM)

- a. Task list
  - i. GG article for March, due Feb.10 (Must be reviewed by one other board member)  
Sandy was marked down for possibly writing a GG article in March.
  - ii. Secretary:
    - Update board roster with current board information
    - Update board members on the co-op website
    - Report new officers to the Finance Manager
  - iii. MCC:
    - Prepare GG calendar for 2025 through January 2026
    - With GM, select the date for GMM/picnic
  - iv. FC:
    - Review B1 monitoring reports for 4<sup>th</sup> quarter 2024
  - v. EC:
    - Finalize candidate requirements for board approval
  - vi. BME: Begin work to align the Strategic Plan with B, C, and D policies
  - iv. All committees:
    - Review committee charters and update if necessary
    - Nominate member-owners to committees
    - Prepare meeting notes
- b. Tabled items
- c. Board Member Unavailable Dates: Sandy February 8th-22nd and Cindy February 3-6th and 20-25th
- d. Next Board Meeting February 26, 2025, 5:30 PM; Location TBD

**6. Executive Session: Individual and Board Evaluations (6:30 – 7:30 PM)**