

Silver City Food Co-op – Board Meeting Minutes
Wednesday, March 25th, 2026, 5:30- 7:18 PM
1203 N. Hudson Street, Silver City NM

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

1. Welcome, Introductions and Membership/Board Discussion (5:39 – 5:44 PM)

- a. Minutes – Approved by consensus March 11th, 2026
- b. Director announcements – none
- c. Member comments

- i. David passed around a member submitted comment pointing out Erewhon Co-op and their self-image.

2. Old Business (5:44 – 5:55 PM)

- a. Concern coordinator update (Paul)

- i. Paul had nothing to report. Tuan assigned Paul a new concern coordinator email prior to the meeting so that he could receive correspondence. Anita said she will update the email address on the website.

- b. Spring Retreat

- i. Gwen said she needed to let Bodhi know what time to have the taco bar ready for lunch, the options presented were from 11:00-12:00 or from 12:00-1:00. The consensus of the board was to have lunch served from 12:00-1:00. Gwen will let Bodie know the decided timeframe. There will be meat and vegetarian options served. There is currently no agenda for the Spring retreat.

- c. Discussion of location of future board meetings

- i. There was a consensus amongst the board that the City Hall Annex was sufficient for future meetings. There was discussion about reserving the upstairs room since it may have internet connectivity. However, it may be reserved for another group on the days the board normally has their monthly meeting, so the day of the board meeting would have to be changed. More information is needed before a decision is made.

- d. CCMA Attendance

- i. The board discussed the dates of the CCMA and early bird registration. Due to scheduling conflicts with the last week of May, it was likely no one except Kevin

will be able to attend. Kevin will know in a couple weeks whether he will be attending or not.

e. Board IT Help

i. Tuan created unique emails for committees through the platform DreamHost to manage email correspondence more effectively. Tuan sent Anita new email information and login credentials to manage email assignments. Anita will update the corresponding addresses on all digital points of contact.

3. New Business (5:55 - 6:08 PM)

a. Brochure display from the visitor's center (Sandy)

- i. Sandy suggested the Co-op might use a brochure display to host brochures of all the different activities and places to see in Silver City. There was a picture of the display that would be supplied by the visitor center sent out in an email to all the board members and general manager to view. The visitor center would be in charge of updating the content.
- ii. Kevin suggested that the display might give off hotel lobby vibes and that we would have to regulate what was displayed and what was not to prevent entities from taking advantage of our customer flow.
- iii. There was discussion of the Co-op needing a tri-fold brochure, which Anita said she will get to work on creating.
- iv. It was decided by the board that something of that sort is needed, but the execution would have to be further explored. The board decided to leave the topic up to Kevin and the Co-op to resolve.

b. Finance manager discussion

- i. Pamela, the finance manager, is done with the financials for 2025. Kevin expressed that there were some things that were miscategorized, pointing to 4 large numbers that will need to be addressed. Pamela wrote a letter outlining the delays in closing out 2025 that was decided by the board and general manager to be discussed during the executive session.
- ii. David asked Kevin if it was possible to schedule a Zoom meeting in the coming weeks with Pamela, who is based in Florida, to meet and have a discussion. Kevin acknowledged that this was possible.

4. Committee Decisions and Announcements (6:08 – 6:30 PM)

a. Finance Committee (David)

- i. There was a positive difference of \$11,500 in the board budget after the completion of the 2025 financials. This difference is largely attributed to frugal retreats and board expenses during the 2025 fiscal year.

ii. The proposal for the 2026 budget will be discussed and finalized during the finance committee meeting at a later date. Included in the discussion will be the different categories and examining whether those need to be examined and further discussed to mirror a more accurate expenditure budget.

b. Member Connect Committee (Cinde)

- i. There was discussion of the proposed GMM agenda created by Sandy and Cinde. All on the board approved of the agenda proposed.
- ii. The venue of Gomez Peak pavilion has been reserved
- iii. Cinde talked to Doug about the possibility of barbeque pulled pork and chicken with vegetarian options.
- iv. Members will be assigned plates or be given a sticker if they brought their own. This will prevent people who are not members from taking advantage of the food being served.
- v. Cinde suggested inviting local growers to present and be recognized at the meeting. Julianna said her husband works for the Farmer's Market board and can get the information out to those who may be interested in this opportunity.
- vi. Cinde will send the article write up to Anita for publication in the upcoming newsletter, as well as on social media platforms and the website. Members have 60 days until the event to submit suggestions to the agenda.

c. Elections Committee Report (Julianna)

- i. Candidate requirements need to be finalized in time to be publicized in the May issue of the Gazette.
- ii. Julianna suggested discussing the candidate requirements and the timeline for elections during the spring retreat. The members of the board agreed that October is the best time to have elections during the year, but further discussion needs to take place to finalize the election calendar.

d. BME Committee (Tuan)

- i. Tuan met with the committee and there were no changes to the charter. Evaluation timelines will take place starting in July.

5. Monitoring Reports (6:30-7:12)

a. B6- Staff Treatment and Compensation (Kevin)- Accepted

- i. Kevin stated there needs to be revisions and updates made to the current employee handbook. He suggested, if possible, having a living document online that only employees can access. Anita said she will look into creating this.

Updates will include minor changes to specific job duties and policy, as well as pay-scale increments by hours rather than time with the Co-op.

- ii. The Co-op is doing a good job with inclusion by hiring students and being able to work with the WNMU student schedules. Kevin stated this supports the image of the Co-op in a positive way.
 - iii. The goal of July 1st was set to have personnel reviews completed to coincide with the release of the employee survey.
 - iv. The Co-op has made exceptional steps in providing a living wage for their employees. Kevin gave credit to data received from Dawn Sheridan of NCG of national and state average pay scales. These values were able to provide the Co-Op with a baseline to be able to provide a fair wage scale for all while still staying within budget parameters.
- b. B7-Communication with the board (Kevin) Accepted
- i. Sandy asked why the personnel cost went down. Kevin replied the Co-op has yet to cap out on their employees.
 - ii. David brought up the question of why the net income value was negative on the pro forma. Kevin answered that sales were a conservative estimate and that he will get back to David with a definitive answer on why that value is reflected that way.
 - iii. Kevin brought up whether the Co-op's insurance policy may need to be examined and possibly "beefed up" to accommodate current needs. Gwen suggested this topic be deferred to the lawyer that handles the legal questions and matters of the Co-op.
- c. Ends Check-Welcoming Culture (Kevin) Accepted
- i. Employment of local WNMU students is supporting the image of diversity of the Co-op.
 - ii. UNFI was asked to take into consideration our specific demographic when planning for our product disbursement. Kevin said he thought they were doing a good job.
 - iii. Kevin said he reached out to NCG regarding data available for our region and so that we can use that data to better accommodate our specific demographic.
 - iv. Kevin said there has been brief discussion about community outreach with specific products to help broaden our reach in the community. He mentioned the Salsa Showdown product launch event that the Co-op hosted back in November, that was successful. He also mentioned the Trunk-or-Treat and the selling of tickets to a local play, which was successful in appealing to families.
 - v. Kevin suggested future endeavors could include sponsoring a local little league team for community outreach.

6. Board Meeting Closure (7:12-7:18)

- a. Task List- Preparation for April Meeting
 - i. MC will present 2026 GMM plans for board review, if needed.

- ii. David stated the finance committee was previously not in charge of preparing and distributing RFPs for the CPA firm for audits and reviews. Kevin said he will get with Pamela on the RFPs. Pamela is in contact with the CPA.
 - iii. Kevin will prepare written financial report for GMM for the meeting.
 - iv. Anita to provide an updated employee manual for board book.
- b. Tabled Items
- i. IT
 - ii. Location of future board meetings. Julianna will check to see if the 3rd Wednesday is available to use the upstairs meeting room of the city hall annex. She said she will also acquire the wi-fi credentials for internet connectivity.
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- c. Board Member Availability
- i. Juliana will be gone April 15th
 - ii. Stephanie will be gone April 14th-21st
- d. Next Board meeting TBA.