

**Silver City Food Co-op – Board Meeting Minutes**

**Wednesday, February 25th, 2026, 5:30- 7:00 PM**

**907 N. Pope Street, Silver City NM**

**Attendees: Tuan Tran, David Burr, Sandy Lang, Paul Slattery, Cinde Thomas-Jimenez, Juliana Flynn, Stephanie Cochran, Kevin Waters (GM) and Anita Myers (marketing manager), Bonnie Vendig (member/owner), Albert Dole (member/owner)**

1. Welcome, Introductions and Membership/Board Discussion (5:35 – 5:40 PM)

- a. Minutes – Approved by consensus February 14th, 2026
- b. Director announcements – none
- c. Member comments

i. Bonnie Vendig and her husband, Albert Dole, stated that she and her husband, as well as many other members of the Co-op, really miss the bulletin board. Albert expressed he is a carpenter and would be willing to volunteer his skills to get a new bulletin board hung. Bonnie offered to volunteer her time to monitor the bulletin board and keep it decluttered and up to date.

ii. Kevin stated we have a bulletin board plan in the works. Bonnie suggested a possible temporary board to be hung on the wall across from the dining tables above the magazine rack. Kevin will look at the possibility of a temporary board in the meantime.

2. Old Business (5:40 – 6:05 PM)

a. Concern coordinator update (Paul)

i. Tuan asked Paul if he was able to get into the email account for member/owner concern inquiries. Paul responded he has not yet been able to access the email, noting password issues.

ii. Tuan suggested setting up a new email account and posting it to the website.

iii. Kevin will coordinate with Anita on setting up new email and updating the website.

b. 2026 Board Calendar

i. Tuan asked if the calendar needed to be approved and David said it already had been and is a living document to accommodate frequent updates and changes. Anticipated changes to the calendar are an addition of dates for the spring and fall retreats. Julianna is working on updates to the calendar to accommodate the election schedule and will provide details at the March meeting.

c. Spring Retreat

i. Spring retreat is set for April 10<sup>th</sup> at Diane's old location, 9:00 a.m. to 1:00 p.m. The event will be catered with a taco bar.

ii. The Election and Development Committee (EDC) will develop the agenda with the approval of Gwen as VP.

d. Board Member Orientation

i. Kevin stated the board member orientation will be February 26<sup>th</sup> at 12:30 p.m.

e. Discussion of location of future board meetings

i. Julianna will check out the town annex building and forward the information to Gwen, who will put together a spreadsheet of possible venues for comparison.

iii. The March meeting will be held at the college due to need for an executive session but Julianna will reserve a meeting room at the town annex, just in case.

f. Board administrative assistant job duties

i. The board, in conjunction with Kevin, decided there was not a need for the board to have their own administrative assistant.

ii. Duties will be delegated to the marketing manager job description until Nancy Jimenez, the newly hired administrative assistant, is trained in her role. Accepted.

3. New Business (6:05 - 6:20 PM)

a. Board IT support role (Tuan)

i. Tuan talked with Kevin about possible IT support for the board. Tasks would include keeping the Google Drive documents up to date, troubleshoot email issues, website updates, and other technical support duties as needed. Kevin said he talked with Anita already and will be including these duties under the marketing manager role.

ii. Cinde has expressed concern about board-related emails coming to her personal email. Tuan suggested the solution of using Dreamhost webmail as a solution, saying it can be used as a central hub for distributing emails to their proper locations. The price is \$550 per year.

iii. Tuan will forward the information on to Anita for review prior to the next board meeting.

b. CCMA Attendance

i. This year's meeting will be in Tacoma, Washington May 28<sup>th</sup>-30<sup>th</sup>. Early bird registration is due April 10<sup>th</sup> for all interested parties.

ii. Kevin said he is obligated to go to the NCG conference April 20<sup>th</sup>-23<sup>rd</sup> and isn't sure about attending the CCMA in Tacoma this year.

iii. Tuan suggests it's a good opportunity to get out there and see what other Co-ops are doing with their processes in relation to ours. Stephanie expressed an interest in going.

#### 4. Committee Decisions and Announcements (6:20 – 6:55 PM)

##### a. Finance Committee (David)

- i. The Finance Committee didn't meet in February due to the lack of reports available to review. David asked Kevin if a face-to-face Zoom meeting would be possible with Pamela, the finance manager. Kevin will arrange a time.
- ii. Kevin outlined some of the challenges to closing 2025 books. Kevin stated that importing the inventory information has been a challenge due to July and August having a large number of credit card transactions booked, but not delineated to each general ledger line, so the information takes Pamela longer to go through. Pamela is also having to fill in gaps with UNFI invoices and perform clean-up work, which is taking more time.
- iii. Kevin said the asset schedule is skewed due to the relocation of the store.
- iv. Kevin said with these challenges, Pamela is on track to complete the 2025 books by end of next week and be able to close January and February simultaneously within the next couple weeks.
- v. Kevin says this finance system in the long run will be good for the Co-op because it will be more efficient in real time. The invoice scan system will save on labor hours and save on paper waste.

##### b. Member Connect Committee (Cinde)

- i. Discussion was around GMM picnic. The date has been set for June 14<sup>th</sup>, with the venue either being Gomez Peak or Gough Park, which is where the event was typically held the last 3 years.
- ii. Some thought that Gomez Peak was too far drive, while other board members thought Gough Park was too exposed and could be confusing and misleading to park-goers not affiliated with the event. The Board decided to hold the GMM at Gomez Peak park.
- iv. Cinde proposed a couple themes but after discussion the Board decided to not have a theme this year.
- v. David suggested sending the announcement for the picnic out earlier to allow members ample notice to prepare and submit questions/concerns ahead of time so that they can be reviewed and a response prepared for the picnic. There was some discussion around how to handle questions from the audience. The bylaws do not restrict members from asking questions during the membership meeting, but it does say if additions are desired to the agenda, then those requests need to be submitted 60 days prior to the picnic.

##### c. Election and Development Committee Report (Julianna)

- i. Julianna stated that the development component has been added to the elections committee.
- ii. There was some confusion over who will handle the board book responsibilities since they are addressed in both the secretary's role and EDC's charter. Julianna will look at the EDC charter to make sure the role is clearly stated and will present a revised charter at the March meeting.
- iii. Julianna brought up comments she received about the roles on the board being complicated. She suggested looking at the charter to see if there are places where

things can be simplified, perhaps examining roles and responsibility delegation. This item was tabled for the next meeting to allow time to brainstorm some simplification methods, as well as for board candidate requirements.

iv. The review and approval of election calendar was tabled until next meeting.

d. BME Committee (Tuan)

i. Tuan will email Kevin's evaluation letter and the annual contract review was tabled until March's meeting to be discussed during the executive session.

5. Monitoring Reports (6:55-7:20)

a. B1- Financial Conditions (Kevin)

- i. Kevin said that any number values given will have to have an asterisk since Pamela has not yet finished the 4<sup>th</sup> quarter financials for 2025. Numbers presented are based off 3<sup>rd</sup> quarter financials and information current (but not complete) for quarter 4.
- ii. Kevin listed sales growth at 22.3% for the 4<sup>th</sup> quarter 2024, with January 2025 showing a 31% sales growth.
- iii. Net income showed 3-4% growth month over month for 2025, with goal being 2-5% growth.
- iv. Equity/liquidity goal is 2% growth or above and the 3<sup>rd</sup> quarter was close to 2%. By Kevin's calculations, the Co-op's assets have grown while expenses have stayed relatively the same.
- v. Kevin suggested expanding the \$5,000 expenditure approval limit to a higher threshold, perhaps \$10,000. David says he will put this item on the agenda for the finance committee; Tuan says an amendment will have to be made to the B12 policy.
- vi. Solvency (debt to equity): our goal is below 3%, our current is 1.48%.
- vii. Growth in ownership: our goal is 2-3%; the current growth is 15.8%.
- viii. There are no new payments, no late payments, no inaccurate tax payments, restricted funds were used in the 3<sup>rd</sup> quarter and will be elaborated on by Pamela when she is caught up.

b. B7-Communication to the board (Kevin)

- i. Kevin said about 20 volunteers came out to help with the clearing of the old building. Kevin said everything in the front of the building was cleared out, except for the back office space. There is still some big equipment that the Co-op will try to sell. There were 10 large garbage bags of trash also cleared.
- ii. Kevin introduced the new tag line the Co-op will start integrating into their marketing strategy: "This is Why we Co-op."

c. Ends Check- Environmental Impact (Kevin)

- i. Bump in membership and positive sales growth shows signs of positive sustainability.
- ii. Kevin said the plan to offer expanded product offerings at different price points using the annual comparison with other local big box grocer's sales will provide more incentive for growth. He plans on initiating this research within the next month and using the information to promote the Co-op through marketing strategies.
- iii. Kevin suggested some ideas for the use of the Quonset hut. One idea was to use it as storage for high traffic items that the Co-op could buy in bulk when prices are low, then sell at "warehouse prices" to drive revenue. Another idea was to open it for "weekend markets" and sell nursery items and organic animal feed. Another option

is to start roasting our own coffee. Kevin said it would be something unique to Silver City that we could offer and could make selling coffee cheaper.

- iv. Kevin suggested possibly forming a board committee to determine what to do with the other buildings. David volunteered to participate and suggested tapping into the expertise provided by Sharla from Main Street.
- v. David brought up the prospect for a marketing strategy/marketing plan. Kevin said he thinks Anita is doing a good job with social media and getting the word out and that we are in the midst of developing a marketing plan that will be completed by June 2026.

#### 6. Board Meeting Closure (7:20-7:30)

##### a. Task List- Preparation for March Meeting

- i. BME Chair and President will email evaluation to Kevin.
- ii. Secretary will ensure corporate report is filed with NM Public Regulation Commission (PRC), which will be handled by Kevin this year.
- iii. The ED committee will work on the spring retreat agenda.
- iv. Regarding IT, Tuan will update concern coordinator email for Paul, transfer credentials to Anita for upload link to the website and tech support maintenance.
- v. Kevin will add IT duties to Anita's job description.
- vi. Sandy will update the board directory and send out to everyone.

##### b. Tabled Items

- i. BME committee tabled for executive session during the March meeting.
- ii. Approval of board candidate requirements.
- iii. Review and approval of the 2026 election calendar.

##### c. Board Member Availability

- i. Juliana will be gone February 26<sup>th</sup>-March 2<sup>nd</sup>.
- ii. Sandy will be gone February 26<sup>th</sup>-March 5<sup>th</sup>
- iii. Tuan will be gone February 27<sup>th</sup>-March 2<sup>nd</sup>

##### d. Next Board meeting March 25th, 2026, 5:30 p.m.; Location: Western New Mexico University