Silver City Food Co-op – Board Meeting Minutes
Wednesday, August 19thth, 2026, 5:30- 7:30 PM
City Hall Annex, Upstairs Meeting Room
1203 N. Hudson Street, Silver City NM
Attendees: Sandy Lang, Cinde Thomas-Jimenez, Stephanie Cochran, David Burr, Julianna Albershardt, Gwen Lacy, Kevin Waters (GM), Anita Myers (Marketing Manager), Arielle Dugan (BIT), Marie Weide (BIT), Candice Burke (BIT)

1. Welcome, Introductions and Membership/Board Discussion (5:30 – 5:35 PM)
    a. Minutes – Approved by consensus August 11th, 2026
    b. Director announcements
        i. David commented he had an individual come to him who was familiar with Co-ops throughout the state and said the Silver City Food Co-op was the best he had been to in the state.

    c. Member comments- none

2. Old Business (5:35 – 6:00 PM)
    a. Concern coordinator update (Paul)

        i. Paul was not present to report.

    b. RFP for CPA firm for audits/reviews

        i. David reported he sent out 6 inquiries, only 2 returned correspondence. One was from Clifford, Ross & Cooper who has been doing our reviews for the past 6 years, but has never conducted an audit. The second was Wagner, an establishment based out of Wisconsin, that has extensive experience with Co-ops and have done both audits and reviews.
        ii. David opened the floor for questions regarding the two firms. Gwen asked Kevin about the logistics of having audits/reviews done remotely versus in-person. Kevin expressed that correspondence would have to also go through the finance manager who is also based remotely, which may incur additional costs. It may be less expensive to opt for on-site review/audit so that Nancy, our admin assistant, could be the go-between to save on potential service costs.
        iii. For everything included in the audit, Wagner would charge around $35,000 for the audit year, whereas Clifford would charge around $14,250 without the GRT added.
        iv. David expressed concern at the very low number that Clifford came in at, mentioning that research suggested minimal audit cost is around $25,000, which is closer to what Wagner came in at. The low cost combined with past less than satisfactory reviews suggests an issue with quality of work.

v. Juliana made the point that perhaps the price differential could be due to data familiarity, since Clifford has been working with us or an extended period of time and already has key data points established, whereas the additional cost of Wagner could be figuring in initial account set up and the hours it takes to establish those same data points.

vi. The board moved to acquire more information regarding cost-to-service break down before taking a final vote. David said he would follow up with both Clifford and Wagner, but requested an additional person accompany him, preferably someone with finance experience. Kevin volunteered to aid in follow-up.

c. Articles of Incorporation Review

i. The Articles of Incorporation review was sent off to Mark Glenn, attorney from Moses Law. Review came back good and no further action was needed.

d. Board budget update for the first quarter.

i. Still pending receipt from Pamela, the finance manager, due to contested discrepancies.

e. Columinate consultant Garland McQueen Requesting October 24th retreat timeframe

i. Gwen spoke with Tuan earlier in the day who said he informed Garland McQueen of the October 24th date but has not received return correspondence.

ii. An alternative date of October 17th was discussed and agreed upon if the 24th was not available for Garland McQueen.

3. New Business (6:00 – 6:15 PM)

a. Co-op's One Year Celebration- Recap/Reflections/Accolades

i. Kevin said that the event was well attended and the food and drink was just about right. Kevin said he estimated the attendance was around the same as the picnic. Stephanie disagreed and estimated the attendance to be about half.

b. TBD- Price Comparison with Leading Competitors in Silver City

i. Anita explains the price comparison layout and data findings. The price comparison was between the Co-op, Walmart, and Albertson's. Item quantities were for a household of 1-2 people for 1 weeks' worth of groceries for 3 meals a day. The shopping list was based off most commonly shopped items and meal staples, according to data compiled from our leading competitors. Items were the same or close to as similar in quality as possible (all organic/natural). The Co-op came out slightly higher than Walmart, whereas Albertson's was significantly higher in cost.

ii. This information will be used to improve our price image through putting together weekly menus for the convenience of shoppers to view online or pick up in paper form at the front of the store, advertising member specials and Co+op deals for additional savings that are not offered by our competitors.

4. Treasurer and Committee Decisions and Announcements (6:15 – 6:30 PM)

a. Treasurer (David)

i. David talked about the B1 and B7 report. He mentioned he discussed the balance sheet with Kevin prior to the meeting and said he would like to see a trend analysis because it would be helpful in interpreting metrics.

ii. David said he also discussed the B7 report with Kevin prior to the meeting, expressing he had questions regarding the balance of relocation donations amounting to $33,000 and suggests that the funds be allocated appropriately.

iii. Kevin stated that those donations were spent long ago for expenses to relocate. He said the previous finance manager, Denise, explained last year that the donations were not cash in a bank account, but equity, and that he is not sure why that value was not recategorized. He also said the funds went towards paying for the market research study and beginning drawings for the new building.

iv. Kevin is going to ask Pamela to send a detailed explanation.

b. Member Connect Committee (Cinde)

i. Cinde talked about the table the board set up at the Co-op's birthday celebration event, where there was a survey for members to participate in answering questions on how to improve their experience. 11 members took the survey, which was not as many participants as hoped for.

ii. 45% of the surveyed individuals found the shopping experience to be fabulous, 36% thought it was really good, and 18% thought it was ok. The next question asked about what some notable improvements were, which included responses regarding the hot bar, avocado sandwiches, feta cheese, the helpful staff, more space, the dining area, sushi, the bulk options, and more food variety. Another question asked about the Pocket Park, where 54% of respondents said they do not like spending time in the park, where 27% said they did, 9% said they had never been there, and 9% said they would check it out. The score for the atmosphere of the Co-op came in at 4.2 out of 5, which was really good. 36% of respondents said they spend 0-25% of their grocery budget at the Co-op, where 9% said they spend 50-75% of their budget at the Co-op, and 18% spend 75-100% of their budget, citing cost of items as being a primary constraint. 64% of respondents said they prefer the Co-ops item selection over other stores. 82% of respondents would like to see more activities for members. 55% of respondents said they would like to see more emails from the Co-op. 55% of respondents said they seldom read the newsletter, where 27% said occasionally, 9% said always, and 9% said usually. One primary suggestion on improvement was to make sure everyone is getting emails and for the Co-op to provide more volunteer opportunities and events like the birthday party to bring the community together.

iii. Cinde said Juliana had talked to a few individuals that were interested in joining the committee. Cinde said there will be a meeting in the near future.

iv. Arielle brought up that quite a few people were confused about which park was Pocket Park, as several small parks within proximity are known by that same title. Kevin suggests we hold a contest to name the park right next to the Co-op. The board agreed that was a good idea and collaboration with Anita in marketing will take place to go forward.

c. Elections and Development Committee (Juliana)

i. All potentials candidates were present at the meeting and Juliana stated the final confirming vote would take place during the executive session.

ii. Gwen suggested that word be put out for write in candidates to try to find individuals with finance experience to fill the treasurer position.

d. BME Committee (Sandy)

i. Sandy had nothing to report.

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

a. B1- Financial Condition and Activities (Kevin)- Accepted

i. Sales growth YTD is 34%. Net income before depreciation was 3.9%; liquidity ratio should be above 2%, the metric was at 2.32%; Kevin made an unofficial statement of having the Co-op at 35 days of cash, to answer David's previous question earlier in the meeting. Capital expenditures were not more than $5000. Kevin stated that at the rate sushi sales are trending, the Co-op will exceed profits over the cost of the department in 2 months times.

ii. Gwen asked Kevin if he expected a fall off in sales over time. Kevin said there were several positive factors in the metrics suggested if there was going to be a fall off, that it would not be drastic and he expects profits to still see an increase for the foreseeable future.

iii. Kevin stated that debt to equity was at a target below 3%, the Co-op was sitting at 1.3%. For membership, the Co-op saw 150 new members for 2026. For debt, no new debt had been acquired at the time of the report. For real estate, the old building is being temporarily rented out to the Democratic Party of Grant County, which was previously approved by the board. For taxes, an extension was filed in April with the taxes being filed now, which is still well within the time of the extension. For restrictive funds, none had been used.
iv. Kevin opened up the floor for questions regarding the financial part of the B7 report. There were no questions. Kevin stated that if any questions did arise, they would be for the month of June. He went on to explain the margin for June may look artificially low because they are right-sizing the YTD margin all within one month.
v. Kevin stated that inventory also took place in June, as well as the flood insurance for both buildings totaling $11,000, in addition to expenditures to build a sushi room, causing the margin to not be accurate.
vi. Kevin explained the plans for bakery and coffee options to be launched the second week of September.
vii. Kevin's B1 report was approved.

b. Ends Check-Financial Sustainability (Kevin)
   i. Kevin stated that financial value to members maintained consistent profitability. Last quarter, barring inconsistencies in June, was strong.
   ii. Kevin stated that the price comparison would be used for future marketing endeavors.
   iii. Kevin asked the board if they wanted to participate in long term arrangement decisions for the Co-op's real estate. Gwen stated that originally there were plans to have a committee that made decisions for the real estate not in direct correlation with operations. Kevin said Charlotte with Mainstreet had discussed aiding with a report, but had not come back with additional communication in several months. Kevin volunteered to reach out to her.
   iv. Kevin expressed some ideas for the use of the Quonset hut, which included storage for bulk buys, coffee roasting, and nursery/gardening purchase options for customers.
   v. Gwen confirmed deadlines for Kevin to obtain the Bullard building historic report by December of 2026 and plans for the Quonset hut to be ready for board acceptance by June of 2027. Kevin added there will be a marketing plan for 2027 after the data from this year has been compiled.
   vi. Kevin stated the value messaging is underway, with a purchasing policy listed on the Co-op website.
   vii. Kevin shared that the SCFC is at the top of the NCG list for national Co-ops who saw the largest amount of growth after expansions/upgrades at 45% growth since opening the doors in the new location.
   viii. The board accepted Kevin's ends check report.

6. Board Meeting Closure (7:12—7:28 PM)
   a. Task List- Preparation for September Meeting
      i. Elections Committee
         1. Candidate nominations write-in candidacy deadlines September 10th
         2. Elections calendar and GG updates
         3. Materials deadline for selected candidates
         4. Promotional schedule and activities.
      ii. Treasurer
         1. Review quarterly financial reports and trend analysis.
         2. Board budget from Pamela.
      iii. Garland follow up for the dates of October 17th or 24th
      iv. Sandy will check with Tuan on BME.
   b. Tabled Items
      i. Financial reports to be reviewed in October.

   c. Board Member Availability
      i. Paul is on Jury duty. TBA if conflict exists.
      ii. David will be gone September 2nd-19th
      iii. Cinde will be gone September 25th-30th
      iv. Gwen will be gone September 16th-19th
      v. Julianna will be gone September 15th-28th

   d. Next Board meeting to be held September 16th at 5:30 p.m. in the upstairs conference room of the City Hall Annex building, 1203 N. Hudson.