

Silver City Food Co-op – Board Meeting
Wednesday, January 24, 2024 – 5:30 -8:00 PM
Conference Room A, WNMU Miller Library

1. Welcome, Introductions and Membership/Board Discussion (5:30 – 5:45 PM)
 - a. Agenda – **Approved with corrections**
 - b. Director announcements:
 - (1) Introduction of new admin (Rechelle Gutierrez)
 - (2) Kevin’s presentation at UU meeting 6/02/2024
 - c. Member comments

2. Old Business (5:45 – 6:00 PM)
 - a. December board meeting minutes - **Approved**
 - b. Concern coordinator update (Leo)
 - i. A member expressed interest in being on the Board. The process is to ask potential board members to serve on a committee first to assess whether it is a good fit for both the potential member and the board. They can also attend board meetings as part of the Board-in-Training program. It is possible to appoint a member to the board prior to the Fall election if they have special skills, as the board is one member short of the 9 members allowed. If the member is interested in serving on the Board and is not appointed during the year, they can be encouraged to run for election in the Fall.
 - ii. Judith or Mike approve of posting for Leyba
 - c. pdf of Board Book – how do board members access? (Shanti, Tuan)
 - i. Too big to send out, put on Google drive or send out a link
 - ii. Going over board packs and compiling Google pdfs, eventually teach Rechelle how to organize. Organize documents into files, filing needs to be saved and organized. (Kevin start process)

3. New Business (6:00 – 6:20 PM)
 - a. Officers for 2024 – (5 min.) – **Approved**
 - i. President (David); Vice-President (Tuan); Secretary (Sandy); Treasurer (Jane)
 - b. 2024 board calendar (15 min.) – **Approved after changes**
 - i. Change the year on the Calendar to 2024
 - ii. Add tasks for FC under the “Preparation for February Meeting” category
 - iii. Discuss dates of the Board Retreat in February
 - iv. Finalize draft strategic plan during retreat
 - v. Make retreat more team building/relaxing retreat, possibly a shorter agenda. What would the board like to see at the retreat - ideas?
 - vi. Retreat can occur any weekend in July
 - vii. Tuan expressed an interest in attending the Maine conference (decide in the next month or so, and make reservations)
 - c. 2024 GG articles (10 min.) – **Approved with changes**

- i. 50th anniversary will be combined with new store celebration
 - ii. Have someone discuss the history of the co-op for the 50th anniversary
 - iii. Add ideas to GG calendar if no article is planned for that month
 - iv. Remove “last chance of joining the board” from 08/01/2024 GG article
 - d. San Lorenzo store
 - i. Store closed - is it going to go on sale?
 - ii. Kevin stated this is already being planned to become another co-op
 - iii. If we’re going to have a competitor should we be their supplier? Be aware of its opening/details.
4. Committee Decisions and Announcements (6:20 - 6:40 PM)
- a. Strategic Planning (David, 5 min.) – draft plan, FYI only
 - i. Discuss at the next meeting with Kevin’s suggestions and additions; finalize draft at February board meeting
 - ii. If Board members see things they’d like to change, email David and we can add them to the next meeting
 - b. Member Connect (MC) (Kristina, 10 min):
 - i. Group photo of all the board members – use in GG
 - ii. Next month there will be a Member Connect meeting
 - iii. Archival photos of the co-op for the 50th celebration/new store opening, ask Susan and David Berry for photos/speaking
 - iv. Investigate Gough Park or co-op parking lot for GMM location
 - c. Election Committee: No report
 - d. Board and Management Evaluation (5 min.)
 - i. Review board evaluations in Executive Session
 - ii. Future evaluation documents should be distributed to Board in Word or Google docs
 - iii. Review Kevin’s self-evaluation at February Executive Session
 - e. Finance Committee: No report – Feb. FC will review co-op budget and fourth quarter report (B1)
5. Monitoring Reports (Kevin, 6:40 – 7:10 PM)
- a. Emergency Succession (B9) – **Accept** -- Tabled
 - i. Kevin requested extensions from David, granted. Kevin changing reports, operational processes & structural reshuffling in store, waiting for store changes before emergency succession plan finalized. (discuss next month and finalize). Plan may be revised again after move to new store
 - b. Communications to the Board (B7) - **Accepted**
 - i. December sales low; percentage drop of 15-20% due to changes in EBT; \$30,000 decrease in EBT
 - ii. Also drops due to dairy cooler down, employee absences, produce delivery delay

- iii. Sales now back on track – remains to be seen how much EBT will affect future sales/income This should not significantly impact budgeting for the new store. Continue to update the situation.
 - iv. Good customer count growth, deli sales taking higher percentages of sales and highest growing dept, 36.74 annual margin, which is very good
 - v. Evaluating cost benefits of 4 ft cooler and putting it inside prepared foods areas (area becoming congested)
6. Board meeting closure (7:10 – 7:20 PM)
- a. Task list:
 - (1) GG article due by Feb. 10th for March publication
 - (2) David: Revise calendar and GG schedule and send to all board members
 - b. All board members: Think about ideas for board retreat agenda
 - c. All committees:
 - ii. Choose 2024 Committee chairs next month (member-owners if possible)
 - (1) Review committee charter and revise if necessary
 - (2) Nominate member-owners to committees
 - (3) Prepare meeting notes
 - d. FC:
 - (1) Review B1 monitoring reports
 - (2) Review co-op 2024 budget
 - e. f. EC: Finalize candidate requirements for board approval
 - g. Tabled items: Discussion of B9 report will be done next month
 - h. Board Member Unavailable Dates: None
 - i. Next Board Meeting February 28, 5:00 PM at Pope St. for walkthrough; 6:00 PM for meeting in Conference Room A, WMNU Miller Library
7. **Executive Session** (7:30 – 7:50 PM)