

MINUTES

Silver City Food Co-op – Board Meeting Wednesday, March 27, 2024 – 5:30 -7 PM Bach Room, WNMU Miller Library

Attendance: David Burr, Shanti Ceane, Sandy Lang, Tuan Tran, Paul Slattery, Kristina Kenegos, and Jane Spinti (Board Members), Kevin Waters (General Manager) and Rechelle Gutierrez (Administrative Assistant)

1. Welcome, Introductions and Membership/Board Discussion (5:30 – 5:35)
 - a. Agenda – **Approved**
 - b. Director announcements
Tuan is reconsidering the trip to the Consumer Cooperative Management Association conference in Portland due to the time commitment to travel there.
 - c. Member comments - None

2. Old Business (5:35 – 5:45 PM)
 - a. February board meeting minutes – **Approved** by email consensus 03/05/2024
The Board of Directors will continue to approve minutes via email.
 - b. Concern coordinator update - A note from a customer was referred to the General Manager who handled the situation.
 - c. Board retreat dates/location – Tuan will call and check the availability soon.
 - d. Certify corporate report filed with NM Public Regulation Commission (Sandy) - Checked and completed.

3. New Business (5:45 – 5:50 PM)
 - a. Proposal to suspend reporting on B policies (except B1 and B7) for 2024 – **Approved**.
This temporary change was made to reduce the workload on Kevin and his team during the relocation and new store opening.

4. Committee Decisions and Announcements (5:50 – 6:20PM)
 - a. Strategic Plan –approval of draft (5:50-6:00) **Accepted**
This plan was the result of months of work by the strategic planning committee and is a completed draft ready for member comment. The Board will share the draft with co-op members via an article in the upcoming GG, post a link to the full document on the website, and ask for comments. The six general topics covered in the strategic plan are healthy food, finance, diversity, education, workplace, and environment.

 - b. Member Connect (MC) (6:00 – 6:10 PM)
 - i. Plans for GMM (June 9th)
The GMM planning is coming together well. The committee is moving forward with ordering a 4x6 banner from J&J signs for the event. The photographer used at last year's GMM is unavailable to take photos but other photographers were identified by the board and will be contacted about availability. Speakers for the event, celebrating the Co-op's 50th anniversary, were identified and will be contacted. The board discussed having as many as three speakers if speaking

times were limited to about five minutes. Food and setup planning continues, with plans for the co-op's deli manager to use a barbeque.

- c. Election Committee (6:10 – 6:20)
 - i. Report of meeting

The Election Committee met to discuss roles for the committee when Sandy runs for re-election. The committee talked primarily about recruiting, which is one of the top challenges for the election committee. Three positions are up for re-election this year, with one open seat that can be appointed at any time. Sandy will look into getting a flyer or additional materials created to help recruit at the store checkout and possibly at the GMM. Candidate submission deadline is August for interviews and elections will be held in mid-October.
 - ii. Review recruitment and election calendar - **Approved**

The Board may move recruitment earlier in the calendar next year.
 - d. Board and Management Evaluation: No report
 - e. Finance Committee: No report
5. Monitoring Reports (Kevin, 6:20 – 6:35 PM)
- a. Emergency Succession Plan (B9) – **Accepted**

Kevin reviewed the current succession plan with the board. He has identified at least one person sufficiently familiar with board and GM issues and process (including the ongoing construction project) to take over with reasonable proficiency as an interim successor. Information is available in both a digital and print format and Kevin has recently reviewed information with his successor. Further discussion about a possible backup to the successor was referred to an executive session held at the end of the meeting.
 - b. Communication to the Board (B7) - **Accepted**

Kevin explained there was a strong February with a large customer count at the Co-op. The change with the deli cooler up front will likely increase sales, expected to be \$3,000-\$4,000 a month, about 40% to 50% higher. The hiring process for a grocery manager/buyer is ongoing, hoping to complete before moving to the new location. Progress on the new building is on schedule. Concrete pouring for the building will occur on 3/28. It will take about two weeks to move in and set up the store after construction. After the store is fully moved in, then we will decide on a grand opening date. Kevin is working with PNM and the surveyor to facilitate an easement for the transformer.
6. Board meeting closure (6:35- 6:45 PM)
- a. Task list:
 - i. GG articles due by April 10th for May publication – Strategic Plan/Ends update (Sandy/David), GG article for General Membership (Kristina)
 - ii. MC: Continue 2024 GMM plans for board review
 - iii. GM: Prepare written financial report for GMM (must satisfy NMSA 53-4-33)
 - iv. All board members: Think of additional ideas for board retreat agenda, Tuan to decide on Portland meeting and check retreat dates for Bear Mountain Lodge
 - v. All committees: Prepare meeting notes
 - b. Tabled items

- c. Board Member Unavailable Dates: David gone April 6th - 10th, Shanti 5th-9th (unavailable in person April 10-12th but available remotely), Sandy April 12th-16th
- d. Next Board Meeting April 24, 5:30 PM, Bach Room, WNMU Miller Library

7. **Executive Session** (6:45 – 6:55 PM)