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Silver City Food Co-op — Board Meeting Agenda
Wednesday, November 30, 2022 — 5:30 P.M. to 7:30 P.M.
Meeting at 907 Pope Street and on Zoom*

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Kevin, Gwen, Leo, David, Sandy, Paul, Tuan, Shanti

I.   Welcome, Introductions, and Membership/Board Discussion (5:30-5:42)
    A.   Approve Agenda
    B.   Director Announcements
    C.   Member Comments
    D.   GG Articles for 2023 – Calendar to be drafted

II.   Old Business (5:43-5:50)
    A.   Approve October Board Meeting Minutes
        a)   Approved with change to BME note – evaluation tools will be distributed   prior to the November Board Meeting
        b)   Concern Coordinator Update
            1.   Member has submitted multiple emails regarding the state of the world. Kevin informed regarding behavior in the store.
            2.   Can Round Up recipients be notified that the board email shouldn't be used for unsolicited emails? MC to discuss.

III. Committee Decisions and Announcement (5:51-6:20)
    A.   Member Connect (MC) Update (5 Minutes)
        a)   The committee notified Roundup recipients for 2023.
    B.   Elections Committee Update (5 Minutes)
        a)   Suggested outreach to invite members to come to board meetings early for conversation and engagement. Will add two events for the year (possibly at the March and September board meetings) to 2023 calendar.
    C.   Board and Management Evaluation (5 Minutes)
        a)   Board and Individual Evaluations distributed via email; Due December 1st
        b)   Reminder that board evaluations are due tomorrow, December 1st
        c)   The amended Bylaws need to be submitted to the Secretary of State by the Secretary.

    D.   Finance Committee (30 minutes)
        a)   Meeting Notes
        b)   Approved changes to FC Policy #4 (was ROD#2)
        c)   Approved 2023 Board (Governance Budget)
        d)   FC #2 and #3 – Ordinary and Non-Ordinary Expenses. Need to be updated and will be combined into one policy.

IV.   Monitoring Report (6:21-7:20)
    A.   Monitoring Policy B7 (Communication to the Board)
        a)   *Acknowledged B7*
        b)   Sales up 5.6%, up in average basket and daily customer count
        c)   Pope Street – waiting on construction estimates from architects
        d)   Some equipment that was ordered early for the new store, including gondola stands, and display equipment, refrigerated cases, and misc. equipment will be shipped soon. Will be storing in the Quonset hut until the new store is ready.
        e)   Had too many turkeys for Thanksgiving.
        f)   New hire for Point of Sale
        g)   Solstice/resiliency bonuses next week for employees
        h)   Solstice party next week for employees

    B.   Monitor policy B1 (Financial Condition and Activities)
        a)   *Accepted Interpretation*
        b)   *Accepted Data*
            1) SCFC Sales Growth Q3 2022 = 6.6%, and merchandizing materials, prior the end of 2022 to utilize tax benefits of capital outlay. A budget of $15,000 for back of house IT, $15,000 for merchandising and store equipment was approved.
    C.   Monitor policy B8 (Board Logistical Support) – Further Monitoring
        a)   Job Description for Administrative Support drafted and will be advertised

V.   Preparing for December Board Meeting (7:21)
    A.   All Committees
        a)   Committee Chairs prepare meeting notes
    B.   All Board Members
        a)   Complete board evaluation forms
    C.   BME
        a)   Compile Board Evaluation data for use at the December Executive Session
    D.   President
        a)   Prepare 2023 Board Calendar
    E.   B Policy Reports
        a)   Monitor policy B7 (Communication to the Board)
        b)   Monitor policy B2 (Planning and financial Budgeting)

VI.   Board Meeting Closure (7:22)
        a)   Task List
        b)   Tabled Items
        c)   Board Member Unavailable Dates (November 30th through December 28th)
            David – gone December 20th-29th

d)   Next Board Meeting December 28th in the Pope Street building (not the Quonset hut)

* Contact Shanti at shantifo@gmail.com if you wish to attend the Board Meeting via Zoom and a link will be provided.