

Silver City Food Co-op — Board Meeting Agenda
Wednesday, June 22, 2022 — 5:30 P.M. to 7:30 P.M.
Meeting at 907 Pope Street and on Zoom*

Attendees: Shanti Cean, Kevin Waters, Tuan Tran, Stuart, Gwendolyn Lacy, Julianna Flynn, Paul Slattery, Sandy, David Burr, Leo

- I. Welcome, Introductions, and Membership/Board Discussion (5:30-5:40, 10 minutes)
 - A. Approve Agenda Approved by Consensus
 - B. Director Announcements
 - C. Member Comments

- II. Old Business (5:40-5:50, 10 minutes)
 - A. Approve May Board Meeting Minutes- Approved by Consensus
 - B. Concern Coordinator Update
 1. Nothing from members, just questions about the round up.
 2. Protocol is to get emails answered within 24- 48 hours.
 - a. Would only take up to 48 hours if the question had to be followed up by someone else up the chain.
 - C. Board File Management
 1. Finalize the email addresses by name or member number.
 - D. Columinate Webinars
 1. Make sure that everyone has access to the Webinar.
 2. Will send out an email with another link to make sure everyone subscribes.

- III. Committee Decisions and Announcement (5:50-6:20, 30 minutes)
 - A. Member Connect (MC) Update (10 Minutes)
 1. Committee Update
 2. Picnic site still not available

 - B. Elections Committee Update (10 Minutes)
 1. Committee Meeting Notes
 - a. Six Board members on the committee but Gwen and Julianna have to drop off because they are running again.
 - b. Decided that there would need to be a leader which would be Sandy and Leo would be the new developmental coordinator.
 - c. Carol needed the article and did not receive it.

Shanti- I sent her one out Friday

Gwen- The only other thing was I noticed my initials on the document at the bottom of the meeting minutes.

Shanti- Will change that for the next one.
 - d. Voting in October
 - e. Interviews will happen mid-August

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2. Elections calendar as presented – Approved by Consensus
3. Approve three board seats for 2022 Board Election-Approved by Consensus
4. Approve 2022 Candidate Packet-Approved by Consensus
- C. Board and Management Evaluation (0 Minutes)
 1. Gwen- Will reach out to committee with a date for a new meeting about the third week of July.
- D. Finance Committee (45 minutes)
 1. Approve Clifford, Ross, and Cooper for Financial Review and/or Audit for 2022 to 2024- Approved by Consensus
 2. Had a thorough discussion with Makey Reed and Clifford, Ross, and Clifford. Decided to go with Clifford, Ross, and Cooper because it is cheaper.
 3. Came in with a proposal that was half the cost
 4. This proposal is for the next three years
- IV. Monitoring Report (6:20-6:50, 30 minutes)
 - A. Monitoring Policy B7 (Communication to the Board)
 - a) Acknowledge B7- Acknowledged by Consensus
- V. Preparing for July Board Meeting (6:50-6:55, 5 minutes)
 - A. All Committees
 1. Committee Chairs prepare meeting notes
 - B. B Policy Reports
 1. Monitor policy B7 (Communication to the Board)
 2. Financial Table Notes
 - a) Silver City Food Co-op May Sales Growth (Decline) vs. Prior Year = + 5.5%
 - b) Average Basket \$31.37 (-5.4% under prior year)
 - c) Average Daily Customer 361 (+12.1% over prior year)
 - d) Average Basket Size Last 4 Months: February \$34.64 March \$35.24 April \$32.26 May \$31.37
 - e) Average Daily Customer Count Last 4 Months: February 337 March 350 April 366 May 361
3. Expansion
 - a) Multiple meetings with 7 roots design
 - b) Finalizing sales floor plan/layout, finalizing equipment specs
 - c) Multiple meetings with Gregg Vinsky, Hussmann Refrigeration

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- d) Meeting with Ruben/Gregg on equipment specs for building engineering needs
 - e) Meeting with Hussmann design team/Ruben on refrigeration design plan
4. Hussman Protocol Aire compressor/condenser system recommended and system designed by Hussmann engineers
- a) Consolidated compressor/condenser very compact, removes need for machine room, large reduction in refrigerant charge, reduction in piping needs, energy efficiency over traditional compressor rack systems
 - b) Rooftop placement or placed outside near walk ins
5. Multiple meetings with Food Market Designs on interior design
- a) Initial 3D renderings of lighting and décor plan look promising
 - b) FMD work fast, open to feedback, very experienced
 - c) Sales Floor Design Changes resulting from FMD meetings
 - d) Customer service desk area replaces IT office in front end
 - i. High visibility, customer service presence
 - ii. Security for indoor/outdoor seating areas
 - iii. Adds additional POS station
 - iv. Attendant area if self checkout units are installed
 - v. Bathroom entrances moved into indoor seating area
 - vi. Dual “express check” or potentially self checkout lanes in lane across from customer service area
 - vii. Still hasn’t been decided
 - viii. Drinking fountain moved to seating area
 - ix. Changes allow for customization of front end wall space
 - 1. Ex: Tile work art from Lifequest building
6. Gondola shelving purchase
- a. UNFI (our main grocery distributor, has a large equipment purchase/aggregation business unit, very commonly used by Co-ops and others for equipment sourcing) Still quoting 52 week lead times for grocery gondola shelving(main shelving runs for store)
 - i. Cost likely in the 40k-50k range
 - b. Researched and received quotes from seven different shelving manufacturers/resellers
 - i. Lead times range from 3-6 months
 - ii. Costs range from 35k-65k delivered (current steel price surcharges are 40-90%)
 - iii. Located Chinese supplier, cost at 25k delivered

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- iv. Used shelving option difficult to source (need to have all matching units, at particular sizes and quantities. Shipping of 7-10 pallets of used shelving problematic)
- 7. Water machine considerations
 - a. Most popular option with Co-ops is National Water Supply(NWS, Fresh Pure brand)
 - i. New Mexico based company
 - ii. Zero upfront cost for the Co-op
 - iii. Equipment/Installation performed by NWS
 - iv. Co-op pays NWS for every gallon filled(.25 per gallon reverse osmosis, charge .49 per gallon for reverse osmosis, no other lease costs
 - v. Back of house equipment needs for set up are considerable
 - 1. 9' x 9' x 3' setup of tanks, filters, etc
 - 2. Need to weigh use of space, value to customers
 - vi. Still looking at options
- 8. Kevin's NCG visit to Astoria OR
 - a. Designated Reps from small Co-ops in expansion mode
 - b. Astoria Co-op grew from 2500 sq. foot sales floor, to an 8000 foot sales floor, and doubled sales to 10 million per year
 - c. Toured new facility with GM
 - i. Shared information about process, things learned, mistakes made
 - ii. Observing newly created sales floor and back room spaces, with sq. foot info very helpful in planning for our store(Mainly reinforced good decisions made on our part)
 - iii. Requested and received Astoria building plan/specs, as well as equipment lists, and equipment costs
 - iv. Toured other Co-ops in the Portland area, as well as other markets, with focus on prepared foods presentation
 - v. Met with Ken Wallace to discuss prepared foods programming, and initial ideas for equipment needs, kitchen design
 - d. Soil Report received from geo engineer, regarding soil for expanded prepared foods/meat/seating area
 - i. Report attached (additional costs expected)
- 9. Notes
 - a. Highest Sales Increase Departments: Deli 44.1% Dairy 12.2% Meat 12.3%
 - b. Most Negative Sales Departments Bread -9.6%

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- c. Upcoming New Mexico Healthy Workplaces Act NMHWA in effect 7/1/2022.
 - i. Provides for mandatory employer paid sick leave at a minimum accrual rate of 1 hour leave earned for every 30 hours worked, up to 64 hours.
 - ii. Silver City Co-ops current PTO plan will meet NMHWA requirements
 - iii. Some modifications to current policy taking place this week to ensure compliance:
 - iv. PTO accrual begins upon hire
 - v. “Cash out” option in current policy must leave a minimum of 64 hours available in PTO bank
 - vi. Absences must be accompanied by PTO request from employee, with record keeping requirements
- d. Current plastic bag consumption by Co-op under review
 - i. Bulk/Produce consumes significant amounts of plastic bags, especially for pack downs/mark downs
 - ii. Compostable options being explored
 - iii. Non-zip bag options being explored
 - iv. Sample options purchased for testing
 - v. Paper bags for some uses , Dis-use of plastic for some markdowns
- e. Deli Department
 - i. Resignation of employee
 - ii. Occurred just prior to 3 consecutive employee vacations scheduled
 - iii. New hire made
 - iv. Serious injury to department manager, long term absence expected
 - v. Resulting staffing plan to include planning for new department
 - vi. Talks about hiring a new manager because current one plans to retire. Options are being explored.
- f. P.O.S Department
 - i. Return of long term department employee from leave
 - ii. New hire managed department solo for one month

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iii. Department fully staffed, will maintain ~ 48 hours, reduced from previous 72 hours. Prior overstaffing in P.O.S now being utilized to assist other areas of operations.

3. Monitor policy B5 (Treatment of Customers)

VI. Board Meeting Closure (6:55-7:00, 5 minutes)

1. Task List
 - a. Send everyone Calumniate link
 - b. make sure Carol has the GG article for July
 - c. Gwen schedule BME meeting sometime in July
 - d. Kevin will notify the epa of our selection
 - e. Tuan will set up email addresses
 - f. Look at the bylaws to update
2. Tabled Items
3. Board Member Unavailable Dates (June 23rdthrough July 27th)
4. Next Board Meeting July 27th

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