



Board Meeting Minutes
May 11, 2016
(Approved)

Present: Gwyneth Bowman, Joanie Kintscher, Stephen Sendar, Ian Crosby, Gary Einhorn, Jeff Golden, Julie O'Dwyer.

Others present: Emile Amarotico, General Manager; Ed Claassen, Professional Facilitator; Abby Lazerow, Board Administrator.

The meeting was called to order by Ed Claassen at 6:01 p.m.

	ITEM DESCRIPTION	DISCUSSION	ACTION	FOLLOW-UP
1.	Positive Affirmation	<ul style="list-style-type: none"> Gwyneth Bowman led the positive affirmation and read the Co-op mission. 		
2.	Owners Forum	<ul style="list-style-type: none"> Owner Al Karger (2995) attended the meeting. He commented that the Owners Forum is scheduled at the beginning of the meeting. It would be helpful for owners observing the meeting to have the opportunity to ask questions at the end of the meeting. Al also noted the Deli is looking much better. 		
3.	Agenda Review	<ul style="list-style-type: none"> Done 		
4.	Consent Agenda	<ul style="list-style-type: none"> Consent Agenda: April 13, 2016 Board Meeting Minutes April 13, 2016 Executive Session Minutes 2015 Board Actions Board Finance Report, March 2016 	The Board unanimously approved the Consent Agenda.	
5.	2016 Annual Meeting Updates	<ul style="list-style-type: none"> The 2016 Annual Meeting will be held on June 25 from 11 a.m. to 1 p.m. in Cotton Memorial Park. The new time will enable young families to attend. There will be many activities for children. The meeting presentation will include an overview of finances, strategic planning and a review of the owner forums. 		The Outreach Department will be asked to create a Facebook page about the event.
6.	Owner Input Process	<ul style="list-style-type: none"> The Board reviewed the Owners Forum Policy. The Board agreed to add two owners forum segments to the agenda, one at 6:10 p.m. and the other at approximately 7:45 p.m. Each segment will last no 		



		<p>more than 10 minutes. Owners may choose to speak either at the beginning or at the end of the meeting. They may ask a question or speak to something that happened at the meeting.</p> <ul style="list-style-type: none">• Owners will be asked if they would like more conversation about their concern. As the Board may not have all the information to respond, the owner will be informed that the appropriate person will get back to them at a later time.• The title of the policy will be changed to Owners Forum Guidelines. The words in paragraph #3 will be changed to "...with the GM and/or another appropriate individual." The word "rules" in paragraph #4 will be changed to "process."		
7.	GM Report	<ul style="list-style-type: none">• The new Oregon minimum wage hike will have a lasting impact on Co-op finances. The wage hike will be phased in over a 5 to 6 year period. The Co-op has a history of offering a higher starting wage than other local grocery stores.• The local unemployment rate has gone from 15% to 5%, and the applicant pool is getting smaller.• The Produce Manager has developed a pilot program to earmark five percent of margin dollars from sales of all one-pound organic strawberries to the local Betty LaDuke Cultural and Education Fund for Farmworkers' Children. We anticipate that the Co-op could donate over \$1500 to the Fund this year.		
8.	Finance Report: Annual Report on Finances and Forfeiture of Outstanding/ Uncashed Patronage Dividend Checks 4 Years and Older	<ul style="list-style-type: none">• Emile shared a graph of AFC labor history. This slide presentation was also recently shown to employees.• Wages as a percent of sales have gone up over the years. Benefits, including the productivity bonus and employee discounts, have increased from 3% to 5%. Some benefits may need to be reduced.• The Co-op is self-insured. Health care costs continue to rise but employee contributions have been flat.	The Board unanimously approved the forfeiture of outstanding/ uncashed Patronage Dividend checks 4 years and	



		<p>Employees pay a \$25 co-pay and 20% until the \$300 yearly deductible is met. Currently a single employee contributes \$50/month, which is substantially lower than industry standards.</p> <ul style="list-style-type: none">• The Board sets the labor cap with the understanding that wages, taxes and other have to be less than 22%. Benefits are not included in the calculation of the productivity bonus. Although there was excellent growth in 2015, the Co-op ended up with far less profit because of high health care costs.• Raising the deductible to \$1000.00 would not significantly change the numbers. Increasing the fixed monthly contribution is the biggest opportunity, offering the Co-op the ability to continue to offer competitive wages and weather financial downturns• This topic will be discussed again at a future meeting.• Stephen proposed the forfeiture of four year Patronage Dividend checks that were never cashed. All efforts have been made to contact the owners.• The Board unanimously approved the forfeiture of outstanding/uncashed Patronage Dividend checks 4 years and older.	older.	
9.	Employee Director Report	<ul style="list-style-type: none">• Changes in the Deli ordering counter are seeing positive results and less traffic congestion. The large menu monitor has been shifted slightly, allowing for better viewing.• The bathroom remodel was a great decision; there are no longer lines creating a bottleneck.• The Board hoped employees would continue to make reports at Board meetings. Perhaps managers could attend on a rotating basis. Emile will discuss this idea with the MT.		
10.	Process for Shoplifters	<ul style="list-style-type: none">• All owners and patrons who shoplift from the store will be cited and turned over to the police. Owners who	The Board unanimously	



		<p>shoplift will have their membership terminated. They also will not be able to come on the Co-op property for a specified period of time.</p> <ul style="list-style-type: none">• Owners will have the opportunity to respond to the termination but not to the charges.• The Board unanimously approved the owner shoplifter process document.	<p>approved the owner shoplifter process document.</p>	
11.	Meeting Evaluation	<ul style="list-style-type: none">• This was a very productive meeting.• Ed's facilitation was appreciated.• The Board liked the changes to the Owner Forum policy.		

The meeting was adjourned at 7: 50 p.m.