



**Board Meeting Minutes**  
September 14, 2016

**Present:** Gwyneth Bowman, Joanie Kintscher, Gary Einhorn, Jeff Golden, Julie O'Dwyer, Ed Claassen, Charlie Douglass.

**Others Present:** Emile Amarotico, General Manager; Laurel Miller, Professional Facilitator; Abby Lazerow, Board Administrator.

**Invited Presenters:** Zack Burrows, Front-End Manager; Stephanie Koerella, Outreach Department.

	ITEM DESCRIPTION	DISCUSSION	ACTION	FOLLOW-UP
1.	<b>Positive Affirmation</b>	<ul style="list-style-type: none"> <li>Emile Amarotico led the positive affirmation.</li> </ul>		
2.	<b>Owners Forum</b>	<ul style="list-style-type: none"> <li>Owner Al Karger requested a microwave be installed in the Deli eating area.</li> </ul>		
3.	<b>Agenda Review</b>	<ul style="list-style-type: none"> <li>Done.</li> </ul>		
4.	<b>Announcements</b>	<ul style="list-style-type: none"> <li>The Provender Conference will be held on October 5, 6 and 7.</li> <li>Julie informed the Board about the new Railroad District Merchants Association.</li> </ul>		
5.	<b>Consent Agenda</b>	<p>The following Consent Agenda items were approved:</p> <ul style="list-style-type: none"> <li>August 10, 2016 Board Meeting Minutes</li> <li>August 10, 2016 Executive Session Minutes</li> <li>Board Financial Calendar, 2016-2017</li> <li>Positive Affirmation Calendar, 2016-2017</li> <li>Newsletter Calendar, 2016-2017</li> <li>SP Steering Committee Charter, Revised August 2016</li> </ul>	The minutes were approved by the Board, with Jeff Golden abstaining, as he was absent from the August meeting.	
6.	<b>Read into Minutes from August 10, 2016 Executive Session, Appointment of New Board Directors</b>	<ul style="list-style-type: none"> <li>On August 10, 2016 Stephen Sendar expressed his intent to resign from the Board.</li> <li>On August 10, 2016, the Board of Directors unanimously agreed to appoint Charlie Douglass for a two year term to serve on the Board, starting by September 1, 2016.</li> <li>On August 10, 2016 the Board of Directors unanimously agreed to appoint Ed Claassen to serve a one-year term vacated by the Employee Director, starting September 1, 2016.</li> </ul>		



7.	<b>Presentation of MT Process for Facilitating Meetings</b>	<ul style="list-style-type: none"><li>• The Board has traditionally hired a professional facilitator for meetings. The Board made the decision to try self-facilitation several months ago. The Board discussed alternative facilitation models for meetings.</li><li>• The MT uses a rotating facilitator. Front End Manager Zack Burrows reported while Emile currently facilitates all meetings, members of the MT have rotated as facilitator. Some managers were reticent about being the meeting facilitator but were gradually mentored into those roles and have improved their leadership skills.</li><li>• Ed proposed the Board rotate facilitation on an assigned basis, with each Director facilitating the meeting once every seven meetings. Another Director would be a time keeper, who obtains group agreement if allocated times are exceeded. A different Director would be a queue manager, who makes sure everyone has a chance to be heard. The Board Administrator would keep track of topics that need to be deferred and of actions agreed on, reviewing these at the end of the meeting.</li><li>• Ed reviewed the ground rules for Board meetings.</li><li>• Ed noted a facilitator can formally step out of the facilitator role into an advocate role in order to participate in a discussion and vote.</li><li>• The Board will focus on facilitation and role-playing in a future working session.</li><li>• The Board unanimously agreed to self-facilitate Board meetings. The Board agreed it would review the effectiveness of self-facilitation in February 2017.</li><li>• Gwyneth volunteered to facilitate the October meeting. Ed will be the timekeeper and Julie will be the queue manager.</li><li>• Charlie volunteered to facilitate the November meeting. Joanie will be timekeeper and Jeff the queue manager.</li></ul>		
8.	<b>Survey of Pricing at</b>	<ul style="list-style-type: none"><li>• Outreach Education Coordinator Stephanie Koerella</li></ul>		



	<b>Local Stores</b>	<p>made a presentation about her comparison of the costs of 47 grocery items at local stores. She has a background in statistics. Last year she made a chart of the common organic foods she buys and compared the prices of the same items at Shop n' Kart, Market of Choice, Albertsons, Food for Less and AFC.</p> <ul style="list-style-type: none"> <li>• Stephanie was surprised to find that out of the 47 most common items she bought, 38 of them are less expensive at the Co-op. The items were on average 61 cents less at the Co-op. Food for Less was more expensive on every item she compared. Market of Choice had only one cheaper item (sausages).</li> <li>• Stephanie did her price comparisons again in May and again found the Co-op was less expensive in nearly all items apart from eggs, sausages and one dairy item.</li> <li>• The few items Shop n' Kart was lower on was by less than \$.47.</li> <li>• There are wonderful values in our basic pricing items. Almond flour is \$8.54 at the Co-op but \$12.34 at Shop n' Kart.</li> <li>• It is important shoppers know about her surveys, as there is currently a perception that the Co-op is much more expensive.</li> </ul>		
9.	<b>Secretary of External Relations Position</b>	<ul style="list-style-type: none"> <li>• Jeff recently resigned from the Secretary of External Relations position.</li> <li>• The Board agreed to discuss whether or not to fill this position at a future meeting.</li> </ul>		
10.	Break			
11.	<b>Ideas for Board Owner/Events</b>	<ul style="list-style-type: none"> <li>• At the September Outreach Committee meeting, Annie Hoy reported the Dinner with the Directors event had been cancelled several times because of low owner participation. She asked the Board to brainstorm about Board/Owner events and bring these back to the Outreach Committee and Outreach Department.</li> </ul>		The Board will bring their ideas about collaborative events with Outreach to the October working



		<ul style="list-style-type: none"><li>• The Outreach Committee works to maintain meaningful communication between Board and Co-op owners about governance, food nutrition and health.</li><li>• The Board was interested in holding more owner focus groups, asking the committee to develop a series of Owner Forums on topics alive for owners and the Board, including getting input about the direction of strategic initiatives.</li><li>• The Board was also interested in holding fun events with owners. Directors could research what other Co-ops are doing in this area.</li><li>• Joanie requested each Director come back to the next meeting with ideas for Board/Owner events. These ideas will be discussed in the pre-meeting work Session. The Board was in agreement.</li></ul>		session.
12.	<b>Finance Report</b>	<ul style="list-style-type: none"><li>• Charlie appreciated being able to serve on the Board as Treasurer. He would like to orient the Board to all financial policies and procedures over the next six months.</li><li>• Directors said they were interested in learning the financial ramifications of implementing the proposed strategic initiatives, the impact of the labor cap and the size of Co-op reserves.</li><li>• Emile noted Christina is drafting a policy about financial reserves.</li><li>• Charlie also reported year to date sales are 2.7% over projected budget and average daily sales are up 7%; the size of the average basket is also up. Employee expenses are stable.</li></ul>		
13.	<b>GM Report</b>	<ul style="list-style-type: none"><li>• Emile recently polled Western Corridor co-ops about their patronage dividends. He presented a graphic comparing our patronage dividend to that of other co-ops. We are at the top of our class in terms of what we give back to our owners. We also offer our owners coupons and discounts.</li></ul>		Include Emile's patronage dividend survey results in the Co-op newsletter.



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		<ul style="list-style-type: none"><li>• There will be a strategic planning session on January 18 with the MT, the Board and SP team members.</li><li>• Safeway is targeting a late fall opening.</li><li>• Emile has contacted an outside provider for parking services to control traffic. This may ease some difficulties in the parking areas.</li><li>• Solar panels will be installed on the roof in October. The Co-op has also applied for a federal grant to be used towards this project and will receive a decision in March 2017. The old solar panels will be donated to the Ashland Food Bank.</li><li>• The store has created a new position for high school students to work as courtesy clerks for bagging and carry-out service during peak hours.</li><li>• Plans are being made to renovate the warehouse/barn.</li><li>• Emile has been in contact with the OSF HR Director to gain insights about how they manage healthcare expenses.</li></ul>		

***The meeting was adjourned at 8:03 p.m. Minutes were prepared by Abby Lazerow, Board Administrator.***