

# Board of Directors Meeting

July 13, 2004

## APPROVED

Ashland Food Cooperative  
237 North First Street  
Ashland, OR 97520

Board members present: Glenn J. Hill, Joe Golton, Richard "Ric" Sayre, Gwen Bowman, Herb Heiman, and Erik Wallbank. Serena St Clair was absent. Also present were: Richard Katz, GM; Annie Hoy, Outreach/Owner Services Manager; and Anouschka Andresen, Staff Council Liaison.. The meeting was called to order at 6:30 p.m. by facilitator, Erik Wallbank.

1. Announcements: Erik Wallbank asked the Board to continue thinking about possible candidates for Board elections next year. Herb Heiman announced that Diane Taudvin has accepted a member position on the Outreach Committee.
2. Check In: Done.
3. Agenda Review: The agenda was reviewed, amended and accepted.
4. Staff Council: Anouschka Andresen reported that the council is continuing to work on the holiday party. The council is also working on a job description for staff council members. The staff meeting will be held in September. Anouschka will email the Board when the date has been decided.
5. Finished Owner/Member Survey: Annie Hoy passed out copies of the final draft of the owner/member survey. Some final suggestions of changes were made by the Board. The survey will go to the printer's this week.
6. Outreach of the Board to Owners: Erik Wallbank distributed a list of ideas he compiled from other co-ops on how to increase member/board involvement. The Board decided to work at a food booth on Owner Appreciation Day, August 24th, in order to have a chance to talk with members. Other ideas will be discussed by the Board by email and at the next meeting.
7. Outreach Committee Report: Notes of the meeting were distributed by email.
8. Board Self-Evaluation: The Board discussed what a self-evaluation would look like and what the process would be. Gwen offered to come to the next meeting with examples of what such a tool would look like, based on the Board's job description.
9. Board-Management Yearly Lunch Meeting and Board Social: The annual board/management lunch meeting will be held from 12:30 to 2:00-ish on Thursday, September 9th at the Community Classroom. A lunch buffet will be provided by the deli. The purpose of the lunch meeting is to

give the Board and management staff a chance to get to know each other. Erik asked each Board member to come with at least a couple of questions to ask management staff. The Board postponed discussion of the Board Social until the September meeting.

10. Socially Responsible Measures: Joe Golton distributed a list of potential measurements of the Co-op's social responsibility. Joe moved that management discuss the feasibility of a set of measures to be used on an annual basis to help the Board measure how the Co-op is meeting its social goals related to the Co-op mission. Glenn Hill seconded the motion, and it was passed by unanimous consent.

11. General Manager Report: Richard Katz answered questions regarding the report which was delivered to the Board before the meeting. He also asked for a Board member to serve on a focus group which will be meeting in September to discuss the owner benefits and the senior/disabled discount for possible revision. Glenn Hill volunteered to represent the Board on the committee. Richard also asked the Board to find a member to select for a product standards committee. He also announced that a position has been posted for a parking lot coordinator to help direct traffic, help customers take their groceries to their cars, and monitor the outside areas.

12. Minutes Review: The Board reviewed, amended and accepted the May meeting minutes.

13. Finance Committee Meeting Minutes: The meeting minutes were distributed with the Board materials previous to the meeting. The Board had no questions about them.

14. Financial Report (Questions): The Board reviewed the May financial reports which were handed out with the Board materials previous to the meeting. Richard Katz noted that internal management reports now include weekly sales and labor reports. He also noted that the net income was a little lower in May than in June, due to the distribution of community grants in May.

15. Meeting Evaluation: Done

The meeting was adjourned at 9:27 p.m. The next regularly scheduled Board meeting will be on August 3, 2004 at 6:30 p.m. with Erik Wallbank facilitating.

The GM report and Committee reports are available on request.

#### **BOARD ACTIONS:**

The Board asked management to discuss the feasibility of a set of measures to be used on an annual basis to help the Board measure how the Co-op is meeting its social goals related to the Co-op mission.

Minutes were amended and approved by the Board on August 3, 2004.