

**Ashland Food Cooperative
Board of Directors Meeting
November 14, 2012
APPROVED**

Board members present: Gwyneth Bowman, Joanie Kintscher, Sheila Carder, Ed Claassen, Charlie Douglass, Phil Johnson, Peter Hoyt. **Employees present:** Richard Katz, General Manager. **Others:** Ken Crocker, Professional Facilitator; Abby Lazerow, Board Administrator.

The Meeting was called to order at 6:00pm by Ken Crocker

AGENDA ITEM	DISCUSSION POINTS	ACTION TAKEN	REMINDERS/ FOLLOW UP
Positive Affirmation	<ul style="list-style-type: none"> • Joanie Kintscher led the positive affirmation. 		
Announcements	<ul style="list-style-type: none"> • The GM will be on vacation from November 15-29. • Bill Bradbury will be giving a talk on climate change at SOU on November 15. • Directors will be sent an email about holiday party menu options. • The January Board meeting will include a 2 hour closed work session for team building. 		
Agenda Review	Done	Approved.	
Calendar of Opportunities & Expectations	<ul style="list-style-type: none"> • The Volunteer Recognition Brunch will be held on December 5 from 11-1. All Directors are invited to attend. RSVP to Mary Shaw. • Employee training day is Monday, December 10. Phil will attend the 11:15-11:30 a.m. segment. Sheila may attend. 		
Consent Agenda	Consent Agenda: - Board Meeting Minutes, October 2012 - Finance Report, November 2012 - Finance Report, October 2012 - Suggested Guidelines for Communication between Directors, (revised November 2012)	The board approved all Consent Agenda documents.	
Owner Survey	<ul style="list-style-type: none"> • The Board was asked to approve the owner survey process. • The NCGA survey instrument will be used again, allowing answers to be compared with previous surveys. • The survey will be online, and can be answered by owners and shoppers. • If additional question topics are needed, they can be added to the survey. Directors wanting to submit additional 	Board approved the process to carry out the owner survey. The survey will include Section 4.	

	<p>questions should do so by November 28. Questions will be finalized in mid-December.</p>		
<p>Proposed Wage Increase for Employees, Increased Labor Cap and Taking Employee Relations and Recruitment out of Productivity Bonus Calculation</p>	<ul style="list-style-type: none"> • The GM proposed increasing wages, the labor cap and making changes to the productivity bonus calculation. • Employee relations and recruitment costs will be taken out of the bonus calculation. • The Co-op has given its employees a productivity bonus for 20 years. The productivity bonus is an hourly amount based on sales. This year the bonus will average about \$1.50/hour. In 2011 the productivity bonus was \$1.20 /hour. • The labor cap will go from 20.95% to 21.40% and this change will go into effect as of January 1, 2013. • Starting wages will increase by \$.50 to \$10.50/hr. All employees will receive at least a \$,.50 raise. Some jobs have been reclassified and group three positions will get a \$1.00 raise. 	<p>The BoD unanimously approved the wage increase for employees, increased labor cap and removal of employee relations and recruitment costs from the productivity bonus calculation.</p>	
<p>Staff Director Report</p>	<ul style="list-style-type: none"> • The two new Staff Council members, Marina Soto and Aaron Jarvir. are very energetic and motivated. • The Staff Council is redefining itself. 		
<p>Owner Forum</p>	<ul style="list-style-type: none"> • There were no owners present. 		
<p>Break</p>	<ul style="list-style-type: none"> • A five minute break taken at 7:06 p.m. 		
<p>Strategic Priorities</p>	<ul style="list-style-type: none"> • There are several big projects for the upcoming year: 1) hiring a new GM; 2) organizational assessment; 3) bylaws review; 4) possibly purchasing the Umpqua bank property and 5) reviewing and amending the Co-op 20-year sustainability plan. • Some goals include improving functions, holding better meetings, more clarity, involving and empowering assistant managers, updating job descriptions, and developing consistent policies and training storewide. • Criteria for need to be made in product selection including Non-GMO, organic, local, etc. will be researched.. • Buying local whenever possible is a continuing goal. • Board representation is needed on the product standards committee. • The Board may hold a SP visioning exercise in January. 		<p>Sheila will contact Zack to discuss representing the BoD on the Product Standards committee.</p> <p>The BoD will continue to discuss SP in January.</p>

2013 Preliminary Budget, 2012 Q3 Update	<ul style="list-style-type: none"> • The 2013 Budget is being developed and will be brought to the Board in January. • Store sales this year are 5.9% above 2011. 		The 2013 Budget will be presented to the Board in January.
--	---	--	--

The meeting was adjourned at 8:10p.m.

Board Actions:

The following Consent Agenda Items were approved:

- Consent Agenda:
- Board Meeting Minutes, October 2012
- Finance Report, November 2012
- Finance Report, October 2012
- Suggested Guidelines for Communication between Directors, (revised November 2012)

The next regularly scheduled Board meeting will be on Wednesday, January, 9, 2013 at 6:00 p.m. with Ken Crocker facilitating.

Minutes are not posted until approved by the Board at the next month's 9meeting.

Minutes were kept and prepared by the Board Administrator, Abby Lazerow. The meeting was digitally recorded by the Board Administrator.

An Executive Session followed the meeting.