

Ashland Food Cooperative
237 North First Street
Ashland, OR 97520
APPROVED

September 10, 2007

Present: Board Directors: Gwyneth Bowman, Peter Hoyt, Serena St. Clair, Guy Nutter, Holly Berquist Wells, Elizabeth Robinson Others: Richard Katz; General Manager; Leslie van Gelder, Board Assistant; Danielle Amaratico, Facilitator **Absent:** Ric Sayre

The Board met in Executive Session from 6:05 to 7:20. The regular Board meeting began at 7:30.

1.	<p>Announcements:</p> <ul style="list-style-type: none"> • Gwyneth announced the following newsletter assignments for 2008/2009. Guy will write a financial report to be included in the annual report in June. <ul style="list-style-type: none"> Jan/Feb – Nov 19 Holly Mar/Apr-- Jan 21 Ric May/June -- Mar 17 Gwyneth Jul/Aug – May 19 Peter Sept/Oct – July 21 Elizabeth Nov/Dec – Sept 15 Serena • Serena reminded the board about the Natural Step Workshop on Sept 24th. Materials will be sent out electronically or will be available on the Coop website and will not be printed. • Peter asked Board members to let him know if they can help out with the Harvest Festival on October 18th.
2.	Owner Forum: No owners attended the meeting.
3.	Agenda Review: Done
4.	<p>Consent Agenda:</p> <p>The Board approved the following items:</p> <ul style="list-style-type: none"> • Committee reports (Social Responsibility, Outreach) • Review August minutes • Engage Wegner, LLC to conduct 2008 review and prepare tax returns • Description of Twin Pines Endowment Fund • Accept Revisions to 2008 AFC Budget • Committee charter changes (Board Development, Management Relations) • Board officer description changes (President, Secretary)
5.	GM Report: Richard answered questions from the Board regarding his report, which was emailed to the Board previously. Guy asked several questions regarding August sales and the Co-op market share. The Finance Committee will be looking at these issues in depth.
6.	Succession plan for AFC Management: Richard passed out a short-term succession plan for his position and answered questions concerning it. There are similar plans for all

	management positions. Richard will add a piece to the plan regarding the Operations Committee, which consists of core management who could handle daily operations until a new general manager could be hired. Richard will also include home phone numbers of key management staff to the plan and get the revisions out to the Board.
7.	Meeting Ground Rules: The Board agreed to discuss this list with Fran Marshall at the October meeting.
8.	Board Term Limits & Officer Term Limits: This item was moved to the October agenda.
9.	2009 Board Budget: Guy presented a draft of the Board budget for next year. He asked for board feedback on several line items. After discussion, Guy will increase the stipend for possible outgoing directors who are also officers. The amount allocated for ballot counting will remain the same as in 2008. CCMA costs are based on the number of Board members attending. Guy will take the CCMA expenses off the budget for 2009, since it will be on the East Coast and the Board won't be attending. \$3500 will be allocated for the NCGA board training, \$2,000 will be put in for Provender, \$450 will be budgeted for the board recruitment ad. There will be \$2000 budgeted for a Board retreat. Members can email or call Guy if they have further questions regarding the Board budget.
10.	Reading Financial Statements: Guy began a monthly training for the Board on financial matters, beginning this month by talking with the Board about financial reports -- what they are and how to read them.
11.	Final Carpooling Plans for NCGA Board Training on Oct 11th: Richard will look into renting a van, so most of the Board can travel together and visit the Davis Co-op on the way.
12.	Meeting Evaluation: Done. The meeting ended at 9:15

[The GM report and Committee reports are available on request.](#)

BOARD ACTIONS:

- Engaged Wegner, LLC to conduct 2008 review and prepare tax returns
- Accepted revisions to 2008 AFC Budget
- Approved changes to the Board Development Committee and Management Relations Committee charters
- Approved changes to the President and Secretary job descriptions.

The minutes were approved by the Board on October 8, 2008