



**ASHLAND
FOOD CO+OP**
— BOARD OF DIRECTORS —

Board Meeting Minutes

November 8, 2017

APPROVED

Present: Gwyneth Bowman, Aaron Jarvi, Gary Einhorn, Julie O'Dwyer, Ed Claassen, Jeff Golden. **Others present:** Abby Lazerow, Board Administrator. Emile Amarotico, General Manager. **Absent:** Charlie Douglass.

Facilitator: Jeff Golden Timekeeper: Ed Claassen

The meeting was called to order at 6:05 p.m.

	ITEM DESCRIPTION	DISCUSSION	A
1.	Positive Affirmation	<ul style="list-style-type: none">Gwyneth Bowman led the positive affirmation.	
2.	Announcements and Opportunities	<ul style="list-style-type: none">Directors should RSVP for the Employee party by November 10.There will be no Board meeting in December.Directors are invited to help bag groceries for Thanksgiving. Directors should first check-in with the Front Desk.The Board wiki has been revised with drop-down menus.	
3.	Agenda Review	<ul style="list-style-type: none">Done.	
	Consent Agenda	<p>The following Consent Agenda items were approved:</p> <ul style="list-style-type: none">Board Meeting Minutes, October 11, 2017Executive Session Minutes, October 11, 2017Board Finance Report, September 2017Executive Committee Charter, Revised 10-17Executive Committee Manual, Revised 10-17	The Board unanimously approve Consent
4.	Annual Meeting Review	<ul style="list-style-type: none">The Board appreciated Julie's organization of the first virtual annual meeting and Julie thanked the Board for their participation and for the exceptional technical support by Co-op staff.The audience at home could not hear questions asked by owners. Questions and answers will be posted online.The link will continue to be posted on the Co-op website and owners may view the meeting video at any time.	

5.	Planning and Timetable for 2018 GM Evaluation	<ul style="list-style-type: none"> The Board developed a timeline for the GM evaluation. Ed will contact consultant Cheryl Good about the evaluation. 	
6.	Finance Committee Report	<ul style="list-style-type: none"> September sales were down 7.6% and down 4.5% for the quarter. May and June trends were similar. Owners received a one-time 10% discount in October and larger shopping carts balanced September sales. The Co-op recently received a \$51,000 rebate from SAFE because worker's comp claims were so low. The Finance Manager is looking at daily sales graphs and noting sales trends and busiest days to assist managers in making labor assignments. 	
7.	2018 Board Budget	<ul style="list-style-type: none"> The Finance Committee discussed the Board budget. Board stipends, discounts and administration are the largest parts of the budget. The conference budget was increased. The BDC encouraged the entire Board to attend CCMA and propose giving a presentation at CCMA. The Board will vote to approve the Board budget in January 2018. 	
8.	GM Report	<ul style="list-style-type: none"> October was the first positive month of the year. Safeway has impacted the store by 3 to 4% since it opened. There may not be a positive productivity bonus by the end of the fourth quarter, but we should be in better shape with labor expense heading into 2018. Managers are actively working on labor scheduling and should be able to keep labor expense under the 22% labor cap even in a flat quarter. Prices have been increased in the Deli to help cover the costs of its organic ingredients. 	
9.	Board Holiday Party	<ul style="list-style-type: none"> The Board discussed its annual holiday party, which will be held at a local restaurant. The restaurant will make a meal based on the Board budget. 	
10.	Owners Forum	<ul style="list-style-type: none"> Owner Al Karger asked about the difference between a store manager and a general manager. 	

The meeting was adjourned at 7:34 p.m. Minutes were prepared by Abby Lazerow, Board Administrator.