



Board of Directors Meeting Minutes
November 14, 2018
APPROVED

Present: Gwyneth Bowman, Julie O'Dwyer, Ed Claassen, Dean Williamson, Trine Ostergaard, Jeff Golden. **Others present:** Emile Amarotico, General Manager; Abby Lazerow, Board Administrator. **Absent:** Mira Wonderwheel.

Facilitator: Jeff Golden

Timekeeper: Julie O'Dwyer

	ITEM DESCRIPTION	DISCUSSION	ACTION
1.	Positive Affirmation	<ul style="list-style-type: none">Trine Ostergaard led the positive affirmation.	
2.	Owners Forum	<ul style="list-style-type: none">Owner Al Karger attended the meeting. He asked about the Clear Creek property's proximity to a Southern Pacific Railroad toxic dump site. The Board informed him that soil studies were conducted and reviewed before the purchase of property. There was no contamination at that site.Al Karger was pleased CBD's are sold in the store. He also asked if owners could order a Thanksgiving dinner through the store and was informed that dinners are available but must be pre-ordered.	
3.	Announcements and Opportunities	<ul style="list-style-type: none">The Employee Holiday party will be held on December 1 at the Ashland Springs Hotel.	
4.	Agenda Review	<ul style="list-style-type: none">Done.The Board Owner Volunteer Compensation document was pulled from the consent agenda to discuss it separately.	

5.	Consent Agenda:	<ul style="list-style-type: none"> The consent agenda policy was reviewed. The following consent agenda items were approved: Board Meeting Minutes, October 10, 2018 Executive Session Minutes, October 10, 2018 Board Finance Report, September 2018 Process for Board Officer and Board Committee Chair Selection, November 2018 AFC Board of Directors Spending Policy, November 2018 	Approved.
6.	Board Owner Volunteer Compensation Document	<ul style="list-style-type: none"> A director asked about the limitations that were placed on the Board Owner Volunteer Compensation document. The GM will discuss the discount coupon policy with the IT Manager. The document will be revised and added to the January 2019 consent agenda. 	
6.	GM Evaluation Process	<ul style="list-style-type: none"> The Board reviewed the GM evaluation schedule. GM goals will be evaluated at the February Board meeting. The Board will conduct an evaluation of the GM's overall performance that will be finalized at the March Board meeting. A new question about the transition of the Store Manager position will be included in the MT evaluation. Although some managers now report directly to the Store Manager, all managers will evaluate the GM this year. 	
7.	Board Participation in AFC Holiday Events	<ul style="list-style-type: none"> The Marketing Department requested director assistance with two events, handing out cookies during the Thanksgiving rush at the store and the December 8 holiday cookie decorating party. The OEC chair reported the Marketing Department would like the Board to participate at First Friday events in the late spring and summer. 	
8.	Future Owner Forum Topics and Scheduling	<ul style="list-style-type: none"> The Board will postpone scheduling an owner forum. The Marketing Manager is considering holding owner focus groups from a marketing standpoint. It was suggested a director join the owner focus group program. 	
9.	Board Goals	<ul style="list-style-type: none"> Ed Claassen presented the updated 2019 Board goals list. There were no changes made. The Board agreed to adopt the 2019 Board goals. 	

10.	Meeting Break	A ten-minute break was taken.	
11.	Board Recruitment	<ul style="list-style-type: none"> • Director Jeff Golden was recently elected to the Oregon Senate. He is happy to remain on the Board for as long a time is needed. His responsibility for the External Relations Committee will need to be transitioned. • The BDC will ask directors to fill out a form with names of potential directors. • It is recommended directors be an owner for at least a year before they run for the Co-op Board. 	.
12.	Board Finance Report	<ul style="list-style-type: none"> • The FC meeting was delayed until November 13. The committee reviewed numbers from September. • October sales were trending up in the right direction. Sales in the last seven days were 6% above last year. • While productivity is also up, the productivity bonus is beyond the grasp of the staff this year, as it is not possible to catch up with sales losses from smoke. • Sales were up in bulk 40% during the bulk sale. • The GM discussed margin strategy. • The Board budget will be presented to the Board in January. 	
13.	2019 GM Goals Update	<ul style="list-style-type: none"> • The GM shared his updated GM goals document, which included some objectives. The GM will add details about timing and status soon. • Organizing principles of the GM goals are promoting equity and diversity and awareness of impacts on climate change and sustainability. • The GM will send the Board a draft of the GM goals before the Executive Committee meeting in December. 	
14.	GM Report	<ul style="list-style-type: none"> • The indoor employee break space was recently improved. • The NCG workshop “Improving Organizational Performance Through Culture” was extremely worthwhile for the GM and the Store Manager. • Employees were very enthusiastic about the new format of the Employee Fall Assembly. • The Loss Prevention program is being continued. • The six-month Store Manager evaluation will take place soon. A Director asked to be informed if the GM job description would be updated, based on the Store Manager evaluation. • The new Sustainability Coordinator has recently enrolled AFC in the US 	

		<p>Environmental Protection Agency's Green Power Partnership program that supports and helps promote green power leadership. The program offers tools and resources that will aid the Co-op in achieving its green power goals.</p> <ul style="list-style-type: none"> • Sustainability Coordinator Rianna Koppel recently completed AFC's enrollment in the Energy Trust of Oregon's Strategic Energy Management program. AFC will be working with a cohort of 20+ other local businesses and organizations to "become leaders in energy management." This is the next major milestone in becoming a fully sustainable business by 2030. Rianna is doing an excellent job as Sustainability Coordinator. 	
15.	Board Holiday Party Update	<ul style="list-style-type: none"> • The Board Administrator reviewed the Board holiday party plans and menu. 	

The meeting was adjourned at 7:55 p.m. Minutes were prepared by Abby Lazerow, Board Administrator.