



Board Meeting Minutes

January 9, 2019

APPROVED

Present: Gwyneth Bowman, Julie O'Dwyer, Ed Claassen, Dean Williamson, Mira Wonderwheel, Trine Ostergaard, Jeff Golden.

Others present: Emile Amarotico, General Manager, Abby Lazerow, Board Administrator.

Facilitator: Dean Williamson Timekeeper: Trine Ostergaard

	ITEM DESCRIPTION	DISCUSSION	ACTION
1.	Positive Affirmation	<ul style="list-style-type: none"> Mira Wonderwheel led the positive affirmation. 	
2.	Announcements and Opportunities	<ul style="list-style-type: none"> Strategic Planning meetings with the Board and MT will be held on Thursday, April 25 and Wednesday, May 15. The JPR Wine Tasting event will be held on February 9. Directors are invited to assist at the Co-op table. 	
3.	Agenda Review	<ul style="list-style-type: none"> Done. 	
4.	Consent Agenda:	<p>The following Consent Agenda items were approved:</p> <ul style="list-style-type: none"> Board Meeting Minutes, November 2018 Executive Session Minutes, November, 2018 Board Finance Report, October 2018 Board Finance Report, November 2018 Board Owner Volunteer Compensation Policy, 1-2019 BDC Owner Volunteer Application OEC Owner Volunteer Application 	Approved, with a change made to the OEC Volunteer document, taking the store manager off the list of committee members.
5.	GM Evaluation Update	<ul style="list-style-type: none"> The Board President reviewed the GM Evaluation schedule with the Board. All evaluations will be submitted via Survey Monkey. In February the Board will review the GM's performance and implementation of his 2018 	

		goals.	
6.	Status of External Relations Committee; Selection of Chair	<ul style="list-style-type: none"> This topic was moved to Executive Session 	Moved to Executive Session.
7.	Selection of Chair of Grants Sub-Committee	<ul style="list-style-type: none"> The board unanimously appointed Julie O'Dwyer as Chair of the Grants Committee. Mira and Trine will join as committee members. A representative from Marketing will also serve on the committee. There is interest in creating a foundation for community grants and funding it using a round-up program. The Wedge and Seward co-ops do this and conduct a promotion to raise funds for twelve organizations, highlighting a different organization each month. 	
8.	GM Goals	<ul style="list-style-type: none"> The Board President and GM requested renaming GM Goals to GM Priorities. The timeline for priorities will be changed to "estimated timing." The Board agreed with these changes. The GM will keep the Board informed if timing changes. The GM made a revision to the emergency plan, with a process for the smoke season being a focus of that plan. One director wanted the GM to look for opportunities to investigate and test a delivery system during the smoke season. The program could be a Deli delivery program or online ordering and pick up. Other directors were not convinced the Co-op should commit to an online ordering system. There are many potential issues with delivery and returns. The board approved the December 21, 2019 version GM priorities for 2019 and agreed to continue the conversation about e-commerce. The board will discuss e-commerce at the February Closed Work session. 	
9.	2019 Board Operating Budget; 2019 Co-op Operating Budget	<ul style="list-style-type: none"> The Finance Committee has forwarded the preliminary operating budget. At their most recent meeting, the budget was over the labor cap. Labor hours held at same rate as last year, but the FC did not feel comfortable proposing a budget over the labor cap. Margins are being evaluated to see what is needed to meet the costs of labor. The Board agreed to table the vote about the 2019 Co-op operating budget until February. The Board approved the 2019 Board budget. The budget included some increases for trainings and consultants. 	
10.	Board Finance Report	<ul style="list-style-type: none"> The Board appreciated how finance reports are now integrated with strategic thinking. The Financial Manager has done an excellent job identifying and explaining discrepancies. 	
11.	GM Report	<ul style="list-style-type: none"> Store audits have been carried out over the past four years. The score has increased from 97 in 2015 to 99 in 2018. The MT and staff have put much effort into the customer experience. Store Manager Barry Haines will be teaching customer experience training to new employees. 	

		<ul style="list-style-type: none"> • The NCG has a program where random shoppers will receive opportunity to answer a survey about their store experience. Alerts will be sent to the Store Manager. There will also be shout outs to helpful employees. • Recovery is slow from the summer of smoke. Sales are down 1.5%. • Managers worked more hours this year to get labor costs in line. Managers did not receive specific manager bonuses this year but managers will receive discretionary bonuses during their evaluation. Emile will also take the managers out to dinner in January. • The new Store Manager has done an excellent job. He partners well with the Marketing Department and has received great feedback from managers. • The Co-op collected over \$14,000 for food for people displaced by the Paradise Fire. Gwyneth Bowman was commended for initiating this idea. 	
12.	Owners Forum	<ul style="list-style-type: none"> • Owners Al Karger, Jamie Rosenthal and Romuald Jencka attended the meeting. • Al Karger noted the Ashland Outdoor Store closed this month after 25 years. He had hoped the community would value long-standing businesses here. • Romauld Jencka noted there are many people soliciting on the sidewalks outside the Co-op. He asked how shoppers can be helpful. The GM noted Co-op contributes to the food bank and gives food donations to Uncle Foods Diner. • Both Jencka and Rosenthal thought it was important to let the community know that Co-op employees are supported by a caring organization and that employees receive a living wage and good benefits. 	

The meeting was adjourned at 7:45 p.m. Minutes were prepared by Abby Lazerow, Board Administrator.