



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

Board Meeting Minutes

May 12, 2021

APPROVED

Attending via video conference: Julie O'Dwyer, Ed Claassen, Annie Hoy, Steve Bowman, Melina Barker, Mark Gibbs, Lisa Beam, Emile Amarotico, Abby Lazerow, Kamilah Long.

Facilitator: Lisa Beam Timekeeper: Melina Barker.

	ITEM DESCRIPTION	DISCUSSION	ACTION
1.	Positive Affirmation	<ul style="list-style-type: none">• Mark Gibbs led the positive affirmation.	
2.	Owners Forum	<ul style="list-style-type: none">• Owners Amey Boeker and Tia Laida Fe (aka Candace Younghans) attended the meeting. Amey Broeker appreciated the work that the EDI committee is doing. Tia Laida Fe asked questions about the store's cultural agility training for the Board and AFC employees.	
3.	Announcements and Opportunities	<ul style="list-style-type: none">• On June 10 at 9 a.m. AFC will take part in a CCMA roundtable about co-ops in crisis.	
4.	Agenda Review	<ul style="list-style-type: none">• Done.	
5.	Consent Agenda	Consent Agenda: <ul style="list-style-type: none">• Board Meeting Minutes, April 14, 2021 (unapproved)• Executive Session Minutes, April 14, 2021 (unapproved, confidential)• Board Finance Report, March 2021	Unanimously approved.
6.	Change for Good Update (CFG)	<ul style="list-style-type: none">• In April, the Pollinator Project of the Rogue Valley earned over \$4000. The May CFG organization is Rogue Valley Farm to School and they have already earned almost \$3000.• Owners will soon vote for their top 11 out of 15 CFG partners for 2021-22.• The Ashland Emergency Food Bank will be the recipient of donated 2021	

		patronage dividends.	
7.	ED&I Committee Charter	<ul style="list-style-type: none"> • The ED&I committee recently submitted their charter to the Board. The committee, led by owner Kamilah Long, includes the GM, management, employees, Board directors and AFCEA members. • The Board President suggested three changes to the charter. The Board Vice-President moved to approve the charter as presented with the three modifications. • The Board unanimously approved the ED&I Charter. 	The Board unanimously approved the ED&I Charter.
8.	June Annual Meeting Planning	<ul style="list-style-type: none"> • In the past, the AFC annual meeting was held in a variety of places including Emigrant Lake and Lithia Park and was attended by 200-400 people. The Board also printed an annual report that was sent out to owners. The annual report eventually became digital and three years ago, the annual meeting became an online meeting that was recorded so owners could view it at their leisure. The annual report was dropped, as that information was included in the recorded annual meeting. • The 2021 annual meeting will be held online on June 9 from 5 to 6 p.m. Topics will include sustainability, responses to Covid-19 and the Alameda Fire, AFC Gives and ED&I Committee work. 	
9.	MEETING BREAK	<ul style="list-style-type: none"> • A five-minute break was taken. 	
10.	Board Finance Report	<ul style="list-style-type: none"> • Sales in March were 2.5 million, down 14% from 2020 when there was much panic buying due to Covid. YTD, sales are off 2.5% to budget. Gross margins are 39%, over the budgeted amount of 38%. • Labor and non-labor expenses were under budget. The balance sheet is very strong and the store has cash investments of \$6.75 million. The Co-op recently invested \$250,000 in a major solar project, which should lower energy costs. • Average daily sales are \$82,000 per day, down from February, which was a 10% coupon month. The average customer count is 2000 per day, and the average basket size is \$40. • 7951 active owners shopped at the store in March. 77% of March sales were to owners and 80% in February. 	
11.	Forfeiture of Patronage Dividends Greater than Four Years Old	<ul style="list-style-type: none"> • The Board Treasurer proposed the forfeiture of unclaimed patronage dividends greater than four years old. This represents about \$9000. • Unclaimed dividends are used for foundational funds for AFC Gives Community Grants and are currently placed in the Twin Pines fund. • The Board unanimously approved the forfeiture of unclaimed patronage dividends greater than four years. 	The Board approved the forfeiture of unclaimed patronage dividends

			greater than four years.
12.	GM Report	<ul style="list-style-type: none"> • In April 2020, after a period of panic buying in March, sales were down 9.4%. This April sales are up 9.4%. • The GM has delegated development of a conceptual proposal for the Access to Healthy Food Initiative to a task committee. • The GM and several members of the Board met with the ROIC analytics team who gave a positive preliminary report about an additional grocery store for Talent/Phoenix markets. There is significant potential in both cities for a natural foods store in addition to or instead of a traditional grocer. • Units that bring fresh air into the store are not balanced, more air is being removed by the exhaust vents than is being replaced. The store will require significantly larger equipment that cools in the summer, heats in the winter and filters air during smoke season. The first step is to install equipment to pump enough fresh air in the Prepared Foods kitchen, reducing negative pressure in the building. An additional unit may possibly be needed in the back of the store. • The leadership team is in the process of creating an ED&I glossary to have a shared understanding of terms being used. • The store recently had a surprise video inspection from Oregon Tilth. They requested certain documents from managers and fresh departments within 24 hours. The store passed the inspection for organic certification. • AFC recently had a ribbon cutting ceremony for its new solar project. AFC expects to receive additional Oregon Department of Energy grants as well as grants from the City of Ashland. The project should offer 25 years of uninterrupted solar service. • The GM will look into the feasibility of donating a portion of the store's energy savings to a program in the City of Ashland that supports people who cannot pay their utility bills. 	

The meeting was adjourned at 7:30 p.m. Minutes were prepared by Abby Lazerow, Board Administrator.