



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

**Board Meeting Minutes  
August 11, 2021  
(APPROVED)**

**Directors attending via Zoom:** Julie O'Dwyer, Ed Claassen, Annie Hoy, Melina Barker, Mark Gibbs, Trine Ostergaard, Larry Cooper. **Others attending:** Emile Amarotico, General Manager; Abby Lazerow, Board Administrator. **Absent:** Lisa Beam, Kamilah Long.

Facilitator: Ed Claassen                      Timekeeper: Julie O'Dwyer  
The meeting was called to order at 6:01 p.m. by Ed Claassen.

	ITEM DESCRIPTION	DISCUSSION	ACTION
1.	<b>Positive Affirmation</b>	<ul style="list-style-type: none"><li>• Melina Barker led the positive affirmation. She appreciated and sent gratitude to our local food growers who have to be in hazardous air to produce our food.</li></ul>	
2.	<b>Owners Forum</b>	<ul style="list-style-type: none"><li>• Owner Amy Broeker attended the meeting.</li></ul>	
3.	<b>Welcome to New Directors</b>	<ul style="list-style-type: none"><li>• Board President Ed Claassen gave a warm welcome to new directors Trine Ostergaard and Larry Cooper. Larry has spent the past three years as an active member of the Finance Committee. Trine was welcomed back as a returning board member.</li></ul>	
4.	<b>Announcements and Opportunities:</b>	<ul style="list-style-type: none"><li>• Directors will attend the upcoming new employee orientations: September 30, Larry and Annie; October 28, Ed; December 2, Melina.</li></ul>	

		<ul style="list-style-type: none"> <li>There will be commemorative events on September 11 and 12 for victims of the Alameda Fire in Talent and Phoenix.</li> </ul>	
5.	<b>Agenda Review</b>	<ul style="list-style-type: none"> <li>Done.</li> </ul>	
6.	<b>Consent Agenda:</b>	<p>The following consent agenda items were unanimously approved:</p> <ul style="list-style-type: none"> <li>Board Meeting Minutes, June 9, 2021 (unapproved)</li> <li>Executive Session Minutes, June 9, 2021 (unapproved, confidential)</li> <li>Board Finance Report, May 2021</li> <li>Board Finance Report, June 2021</li> </ul>	The Board unanimously approved the Consent Agenda.
7.	<b>Action without a Meeting Approval of AFC Gift Cards for New Residents of FEMA and Gateway Housing</b>	<ul style="list-style-type: none"> <li>On June 17, 2021 the Board approved the donation of 174 \$50 gift cards to the new residents of the FEMA &amp; Gateway transitional housing projects for victims of the Alameda Fire.</li> <li>The first round of gift cards has been distributed and brochures about joining the Co-op in English and Spanish have been shared with the residents.</li> </ul>	Read into the minutes.
8.	<b>Selection of Board Officers, Committee Chairs and Committee Members</b>	<ul style="list-style-type: none"> <li>The Board unanimously approved the 2021-2022 Board Officer, Board Committee Chair and Committee member slate. They are:  President: Ed Claassen; Vice President: Julie O'Dwyer Secretary: Annie Hoy; Treasurer: Mark Gibbs  Executive Committee: Chair: Ed Claassen; Members: Julie O'Dwyer, Annie Hoy, Mark Gibbs, Emile Amarotico, Abby Lazerow  Finance Committee: Chair: Mark Gibbs; Members: Ed Claassen, Larry Cooper, Lisa Beam (tentative), Emile Amarotico  Board Development Committee: Chair: Annie Hoy; Members: Larry</li> </ul>	

		<p>Cooper, Lisa Beam, Emile Amarotico</p> <p>Owner Engagement Committee: Chair: Trine Ostergaard; Members: Annie Hoy, Abby Lazerow</p> <p>AFC Gives: Co-Chairs: Julie O’Dwyer and Melina Barker Members: Trine Ostergaard, Abby Lazerow</p> <p>Strategic Planning Steering Committee Co-chair: Julie O’Dwyer; Members: Ed Claassen, Mark Gibbs, Emile Amarotico</p> <p>ED&amp;I Committee: Chair: Kamilah Long; Members: Melina Barker, Annie Hoy, Emile Amarotico</p> <ul style="list-style-type: none"> <li>• Kamilah Long will be asked to join the Owner Engagement Committee. Due to their absence, committee memberships for Kamilah Long and Lisa Beam are contingent upon their agreement</li> </ul>	
9.	<b>Board Retreat Update</b>	<ul style="list-style-type: none"> <li>• The Board retreat is scheduled on September 11, 2021 from 9:00-4:30 pm. The focus will be on team building, led by a facilitator.</li> <li>• Some directors thought the retreat would be more valuable if the Board met in person and suggested postponing the retreat if the Board cannot meet outdoors.</li> <li>• The OEC has been working to update AFC’s mission and vision statement and asked to include a discussion in the retreat agenda.</li> </ul>	
10.	<b>Letter to Staff Introducing ED&amp;I Committee</b>	<ul style="list-style-type: none"> <li>• The ED&amp;I Committee drafted an introductory letter to Co-op employees. Bios and headshots of committee members will be included with the letter so employees can recognize them.</li> <li>• The Board unanimously approved the letter to employees.</li> </ul>	The Board approved the EDI letter to employees.

11.	<b>Change for Good Update</b>	<ul style="list-style-type: none"> <li>● KS Wild is this month's Change for Good partner.</li> <li>● Southern Oregon Land Conservancy, who generously offered to step aside in 2020 for AFC to raise funds for people impacted by the Alameda Fire, was the CFG partner in July and raised \$4532.44. There were 11,000 Change for Good transactions in July. The average roundup is \$.45 per basket.</li> <li>● Community Grants applications will go live on the AFC website on September 10. There will be a webinar for organizations on September 14. Applications are due Oct. 6.</li> <li>● Some organizations drew their supporters to AFC as customers to support their fundraising efforts.</li> <li>● The Board appreciated Julie's work on the committee and the program.</li> </ul>	
12.	<b>Board Finance Report</b>	<ul style="list-style-type: none"> <li>● Sales in June were \$2.8 million, up \$200,000 compared to June 2020. Second quarter sales were approximately \$8.2 million, compared to \$7.4 million in June 2020. Sales are off slightly to budget. In 2021 to date sales were \$15 million.</li> <li>● There were 2333 shoppers per day in June; last June there were 2100 shoppers per day. The average basket size is \$40.</li> <li>● Labor and non-labor expenses were up relative to budget. Operating income for the second quarter was \$201,000, up \$112,000 relative to budget. Patronage dividend accrual for the quarter was \$192,000. AFC's debt remains at 0.</li> <li>● The number of active owners who shopped in the last 12 months was down 4% compared to 2020. The store has 12,140 owners and 7950 active shoppers.</li> </ul>	
13.	<b>GM Report</b>	<ul style="list-style-type: none"> <li>● Sales in May were stronger because it was a 10% discount month. Downward sales trends are continuing in July and August because of smoke.</li> <li>● Emile and Annie have applied to attend a year-long NCBA sponsored EDI program which offers an outside connection with co-op peers in</li> </ul>	

		<p>addition to those through NCG.</p> <ul style="list-style-type: none"> <li>● AFC has a new landlord at the 222 A street facility.</li> <li>● The Access to Healthy Foods team is planning to propose a 5% discount, the same as for seniors and disabled people.</li> <li>● An engineering firm will be hired to develop a design solution to replace all the air exhausted through kitchen hoods. HEPA air scrubbers have been installed to pump more fresh air into the building and create a positive pressure inside the store,</li> <li>● The E-grocery program ended on June 28 but may restart soon as an accommodation with the new face mask requirement.</li> <li>● Employees have gathered data on the key pieces of equipment used at the store to determine how much power would be needed for a solar battery array, supplemented by a generator. It is hoped a conceptual design of a solar battery system will be developed by fall.</li> <li>● The solar program is helping the store reach its sustainability goals.</li> <li>● The cork recycling program has returned. Sustainability coordinator Rianna Koppel is hoping to get other recycling programs running again soon.</li> </ul>	

***The meeting was adjourned at 7:05 p.m. Minutes were prepared by Abby Lazerow, Board Administrator.***