



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

Board Meeting Minutes

April 12, 2023
(Approved)

Directors attending: Julie O'Dwyer, Ed Claassen, Mark Gibbs, Joanna Wnorowski, Melissa Scudder, Erica Thompson, Larry Cooper.

Others attending: Barry Haynes, Interim General Manager; Abby Lazerow, Board Administrator; Chris Byrne, Sustainability, Coordinator.

Absent: Bob Kaplan.

Facilitator: Joanna Wnorowski Timekeeper: Ed Claassen

| ITEM # | ITEM DESCRIPTION | DISCUSSION | ACTION |
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| 1. | Positive Affirmation | <ul style="list-style-type: none">Larry Cooper led the positive affirmation. | |
| 2. | Land Acknowledgement | <ul style="list-style-type: none">Mark Gibbs led the land acknowledgement. | |
| 3. | Owners Forum | <ul style="list-style-type: none">Owners Conde Cox, Judy Emanuel and Tod King, Moshe Ross, Susan Martin, Kevin Bendaw, and Anthony Trevanty attended the meeting.Kevin Bendaw suggested having trophies or plaques for employees who are raising the most funds for Change for Good. He also asked if the new bottle redemption center would cause traffic on A Street. Interim GM Barry Haynes said there will be planters to prevent people parking in front of the barn and blocking traffic.Judy Emanuel wondered if AFC has a program to bring food to people who are ill. Barry Haynes said that some staff have volunteered to deliver food. The organization Task Runners also shops and delivers.Owner Tod King thoroughly enjoyed the meeting. | |
| 4. | Announcements and Opportunities | <ul style="list-style-type: none">Earth Day will be held on Friday, April 22 from 3:30-7:00 at the SOU farm. The theme this year is " Invest in Our Planet. " | |
| 5. | Agenda Review | <ul style="list-style-type: none">Done. | |
| 6. | Consent Agenda: | The following Consent Agenda items were unanimously approved: | The Consent |

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| | | <ul style="list-style-type: none"> ● Board Meeting Minutes, March 13, 2023 (Unapproved) ● Executive Session Minutes, March 13, 2023 (Unapproved, confidential) ● Board Finance Report, January 2023 | Agenda documents were approved. |
| 7. | EDI Committee Update | <ul style="list-style-type: none"> ● The Interim HR Manager is completing the workbook for Project WHEN (Workplace Harassment Ends Now.) The workbook Identifies 968 achievable points, and AFC has achieved 900 to date. It is hoped that the store will be certified by Project WHEN by June 1. ● The committee has been working with Dr. Brook Colley on the AFC land acknowledgement statement.. ● The EDI Committee will create a calendar of events to create awareness of holidays for AFC to observe. ● Marketing Manager Tracy Fischer is now on the EDI committee. She made a presentation about branding AFC's EDI efforts, including shared logos and acronyms. ● Sara Huque will give an EDI update at the 2023 AFC Annual Meeting. ● Social Media Manager Kali Kraum is researching the history of the Twin Plunges and the spring below the store. She will write an article in the newsletter. ● Sustainability Coordinator Chris Byrne has been investigating carbon credits to offset our carbon footprint. It is possible \$5000 in credits may be used for the restoration of local indigenous lands. ● The Committee has received four employee self-nominations. The Committee was pleased with employee interest. ● The affinity group meets monthly and provides a safe space for employees. They have observed heightened aggression in the past 4-5 years in southern Oregon. ● The Committee noted senior citizens are overlooked as a minority group. The Marketing Department will include more representation in social media. ● Marketing has been publicizing the CAN (Community Accessible Nutrition) program and more people are participating. They receive a 10% discount. | |
| 8. | Sustainability Update | <ul style="list-style-type: none"> ● Chris Byrne is the AFC Sustainability Coordinator and the Administrative Manager In the Prepared Foods Department. He presented an overview of current and future sustainability projects. They included: ● Reallocation of carbon offset monies. ● Refrigeration and cooler upgrades and efficiency projects, including | |

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| | | <p>electrifying the Prepared Foods kitchen.</p> <ul style="list-style-type: none"> ● Participating in the Renewable Energy for America project. AFC qualifies as a small business and can make a proposal. ● Celebration of Earth Day; Chris will serve as the zero waste liaison. He procured a donation for compostable plates. Food scraps from the event will be used by a local compost operation. ● Participation in food waste prevention week. AFC's food waste feeds hungry people (staff gleaners and Ashland Food Angels), feeds animals (produce trimmings and kitchen ends are collected to give to farmers), and are used for composting (our coffee grounds go to a farmer.) | |
| 9. | AFC Gives Update | <ul style="list-style-type: none"> ● Director Melissa Scudder reported there were 23 applications for the next Change for Good (CFG) register round-up program. Committee members will choose the finalist organizations to be voted on by owners. ● The CFG program raised \$7336.69. for the Klamath Bird Observatory. This was the most money collected in any month to date. Our cashiers are doing an excellent job. ● The Board would like to find a way to recognize the cashiers. ● The Pollinator Project is the CFG organization for the month of April. ● Kali Krum from the Marketing Department and Front End employee Casey Garcia have recently joined the committee. | |
| 10. | Meeting Break | <ul style="list-style-type: none"> ● A 5-minute break was taken. | |
| 11. | Annual Meeting Planning | <ul style="list-style-type: none"> ● The AFC Annual Meeting will be held on Wednesday June 14 from 5-6 p.m. in the Pioneer Classroom. Owners are invited to attend the in person meeting. ● Topics will include an EDI report, strategic initiatives, introducing newly elected Board directors, new or interim GM, financial report, and Change for Good. | |
| 12. | GM Hiring Update | <ul style="list-style-type: none"> ● The members of the GM hiring committee are Ed Claassen, Bob Kaplan, Larry Cooper, Abby Lazerow and Phil Johnson. The team has been meeting since early February. ● There were many applications submitted. The strongest candidates will be interviewed by the Interview Committee. There will be three rounds of interviews with different sets of interviewers in each round. The third round will be with the Board of Directors. | |
| 13. | Board Treasurer's Report | <ul style="list-style-type: none"> ● The recent Finance Committee meeting was spent with an auditor from Wegner CPA, an accounting firm. Full audits are conducted every four years unless the GM changes. The auditor is a senior partner in the firm | |

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| | | <p>and specializes in co-ops. The audit results were excellent, with few recommendations for improvements or changes. AFC is one of the strongest co-ops that the auditor manages.</p> <ul style="list-style-type: none"> • Sales were down in February and up slightly YTD. Gross margins were 38%. Customer counts were 2187. The daily shopper count is 20% down to pre-Covid times. • Out of 15,000 owners, 8000 are considered active (shopped in the store in the last 12 months). Before Covid (February 2018) there were 8529 active shoppers over 12 months. • The final 2nd ERC payments will be coming in two weeks. | |
| 14. | GM Report | <ul style="list-style-type: none"> • March sales were up 3.9 % to the prior year due to new coupon sales. The sales for the first quarter were up 2.37%. • The Wellness Department is seeing sales growth, up 1.46% over the prior year in March. • Collective bargaining discussions have resumed. It is hoped there will be an agreement in a timely manner. • AFC was presented with a potential opportunity with All Care Health. AFC could work in partnership with All Care Health to provide meals, nutrition and food education to underserved people in Jackson County. • Two times a year the store holds a drawing for employees who have received positive kudos from co-workers for their excellent service on the floor. John Sharp in Produce won the \$500 prize. • Western corridor experts from NCG spent 2.5 days with AFC Managers. They prepared an operations and administration systems audit and toured the entire campus. They will provide a full report of potential large projects and short-term opportunities in the next 6-8 weeks. • HR recently proposed bringing back the Employee Solution Steering Committee, originally formed out of the Happiness at Work Project. • There will be an OBRC (Oregon Bottle Redemption Center) by the historic barn installed in mid-May. | |
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The meeting was adjourned at 8:53 p.m. Minutes were prepared by Abby Lazerow, Board Administrator.