



Board Meeting Minutes

October 9, 2024

Approved

Directors attending: Kevin Bendaw, Mark Gibbs, Joanna Wnorowski, Erica Thompson, Jennifer Gibbs, Bob Kaplan and Kathryn Kavanagh.

Others attending: Nick Hardee, General Manager, Abby Lazerow, Board Administrator. **Absent:** Ernesto Soto.

Facilitator: Joanna Wnorowski **Timekeeper:** Nick Hardee, Kevin Bendaw

The meeting was called to order at 6:02 p.m by Joanna Wnorowski.

| ITEM # | ITEM DESCRIPTION | DISCUSSION |
|--------|---|--|
| 1. | Land Acknowledgement | <ul style="list-style-type: none"> ● Erica Thompson led the land acknowledgement. |
| 2. | Positive Affirmation | <ul style="list-style-type: none"> ● Nick Hardee led the positive affirmation. |
| 3. | Owners Forum | <ul style="list-style-type: none"> ● Owners Miriam Curran and Kathleen Hering attended the meeting. ● Kathleen wondered if there could be a system for buying meals for hungry people. She also had observed people abusing the bike benefit. She would like people who walk to the Co-op to also receive a discount. She appreciated AFC's organic practices. |
| 4. | Announcements and Opportunities: | <ul style="list-style-type: none"> ● AFC Gives Awards Ceremony, 10-24-24, 6 p.m. Directors are invited to attend. |

| | | |
|-----|---|--|
| | | |
| 5. | Agenda Review | <ul style="list-style-type: none"> • Joanna Wnorowski reviewed the agenda. |
| 6. | Consent Agenda: | <p>The following consent agenda documents were unanimously approved:</p> <ul style="list-style-type: none"> • Board Meeting Minutes, 9-11-24 • Board Finance Report, 8-24 |
| 7. | Interest in Foundations Training | <ul style="list-style-type: none"> • Joanna Wnorowski has been primarily leading the monthly employee foundations training. She invited directors to attend to learn how to lead the training. |
| 8. | Board Retreat Review | <p>Board directors reviewed the recent retreat:</p> <ul style="list-style-type: none"> • The retreat was effective and productive. The collaboration was positive. • Much was covered in a short time, but there was not enough time for in- depth work. • More team building activities and problem-solving activities would be beneficial. • Sharing ideas using post it notes was helpful. |
| 9. | Product Standards | <ul style="list-style-type: none"> • Nick Hardee discussed current product standards. • The manager of each department has determined the product standards for their department. • We need to ensure AFC is GMO free. We also need to consider if the current non-conforming product clause is aligned with our mission. Shoppers trust that we fully vet our products. • An official committee is needed, composed of board directors, managers, and owner volunteers. |
| 10. | Meeting Break | <ul style="list-style-type: none"> • A 10-minute break was taken. |

| | | |
|-----|-----------------------------|--|
| 11. | Board Bulletin Board | <ul style="list-style-type: none"> ● The Marketing Department would like to utilize the current Board of Directors bulletin board and move that bulletin board closer to the Information Desk. Directors had no objections. |
| 12. | EDI Report | <ul style="list-style-type: none"> ● Erica Thompson reported the EDI Committee met today. Employee and AFCEA chair Ben Kramer rejoined the committee. ● Dia de Los Muertos will be celebrated on October 30 at the Co-op. Participants will decorate picture frames for their altars. ● The committee is planning for a MLK Day event. ● The committee creates annual goals and tracks key markers quarterly. The Tri-chair team met to review markers and to develop a rubric. ● The EDI Committee is interested in adding Pell Grant recipients to the CAN program. |
| 13. | AFC Gives Report | <ul style="list-style-type: none"> ● Bob Kaplan reported the AFC Gives Committee awarded grants to 16 organizations in September. The funds distributed to Community Grants organizations represents 0.08% of sales. ● The committee awarded \$4000 to the Ashland Food Bank using funds from the Twin Pines organization. The committee is developing a policy for future Twin Pines grant distributions. ● The Change for Good organization for September, Friends of Cascade Siskiyou Monuments, received \$6036.74. ● The Community Grants Awards night is October 24. ● The committee is discussing ways to help co-ops in the southeast that were impacted by the hurricanes. |
| 14. | Board Finance Report | <ul style="list-style-type: none"> ● The Finance Committee reviews AFC's financial investment policy annually. Currently AFC holds short term CDs in more than 25 banks. \$1 million in cash is needed for daily operations. ● The committee is working on the 2025 budgeting process for the Board and for the store. |

| | | |
|-----|------------------|--|
| | | <ul style="list-style-type: none"> ● To facilitate a discussion on the impact of inflation on sales in recent years, the FC reviewed a summary comparative analysis of August monthly sales, adjusted into 2024 dollars, over the past 7 years. The analysis showed sales over this period back to 2018 were relatively flat when adjusted for inflation, with sales in 2024 adjusted dollar terms of \$2.88mm in 2018, a peak of \$3.2mm in 2020, and \$3.0mm in 2024. Inflation adjusted costs of operations and goods over this period were not specifically analyzed and will be further reviewed and discussed. |
| 15. | GM Report | <ul style="list-style-type: none"> ● The week of Sep 29-Oct 5, 2024, had 1700 more shoppers than in September 2023. ● There has been much activity at the store, including the Fall Harvest Festival, Southern Oregon Pride, AIFF and OSF events. ● Wellness purchases were up 23% in September. Prepared Foods Department sales are up 13%. ● September sales were up 6.7% and 5.58% YTD. The average basket is \$36. ● Nick proposes to renew the agreement with Rolling Hills for another season. The return on the investment was excellent and the community embraced the project. AFC would purchase crop insurance for the coming year. ● Prepared Foods is working to expand food selections, including in-house baked goods, at RoCo. There will be new seasonal coffee roasts and RoCo coffee will be sold at AFC in the future. ● AFC's cleanup at N. Mountain Park will take place on Nov 11, from 9-12. ● The Provender conference will be held from October 23 to 25. ● Nick recently attended NCG's fall meeting for GMs. The theme was how co-ops have evolved over the years, with old regimes making way for the new. Nick also attended a Mindful Leadership conference this past month. ● Nick met with Tom from Rogue Natural Foods, Chris Jaeger of Blue Fox Farm and the CEO of Herb Pharm. They discussed how we can branch industries together and keep our community sustainable and growing. ● In 2025 the Marketing Department will focus on telling the story of what we do. |

| | | |
|-----|-----------------------|--|
| | | <ul style="list-style-type: none"> • \$100,000 of retail shrink has been identified YTD. There is still more to be identified and counted. AFC will conduct a full inventory in 2025. |
| 16. | Annual Meeting | <ul style="list-style-type: none"> • Directors agreed to move the AFC annual meeting to October. Directors thought it would be a better time of year for people to attend. |
| 17. | Holiday party | <ul style="list-style-type: none"> • The Board holiday party will be held on December 7th. Location TBD. |
| 18. | Bike Benefit | <ul style="list-style-type: none"> • Nick announced he will be rolling back the discount cap on the biking benefit. This program is only for shoppers who bike to and from the store or RoCo. • Ashland has been named the 5th best biking town in the US. |
| 17. | Action Items | <ul style="list-style-type: none"> • Bob will share the thank you email from the Ashland Food Bank with all directors. • Erika will inform directors about the EDI visitor process. • Joanna will send emails to all directors about participating in the employee Foundations Training. • Directors agreed to move the AFC annual meeting to October. |
| | | The meeting was adjourned at 8:28 p.m. Minutes were prepared by Abby Lazerow, Board Administrator. |