



Board of Directors Meeting Minutes

May 5, 2022 • 6 – 8pm

Zoom Call

Present at meeting:

Board Members: Roger (President), Kirsten Lindquist (Treasurer), Thomas Wehland, Laura Jones, Humnath Panta (Secretary), Alexandra Profant

Absent Board Members: Pamela Lee (Vice President)

Co-op Employees: Sean Nolan, Emily Walter, Barney Doyle, Emi Lee, Kiya Villarreal, Lizzy

Member-owners: Kathleen Pelly, Brenda Harper

1. Welcome

The meeting was called to order at 6:03 by Roger and introductions were made.

Roger mentioned possibly meeting outdoors for the June board meeting.

- Kirsten – I would want to do a meeting indoors so people could still attend via Zoom.

ACTION: Emily will see if the Jefferson Center is available on June 2 for the board meeting.

2. Agenda Review and Approval

Agenda approved by consensus.

3. Approve April 7, 2022, Board Minutes

Motion: Approve the April 7, 2022, board minutes.

Approved by consensus.

4. Member Comment Period

- Brenda – asked about the new member benefit structure and what the response has been.
 - o Sean – We just wrapped up our second month with the 10%-member discount. More people took advantage of the discount in April, and we hope that trend will continue as members get used to the new structure.
 - o Emi – I'm seeing a lot more member engagement on the sales floor. We are also seeing an increase in new memberships with the increased visibility of member benefits.

5. Board Correspondence

- Roger – I spoke with the owner of Blondies who thinks the Co-op deli and coffee bar need more creativity and improvement.
- Roger – I would like to see more origin labeling in the store.
- Kathleen – I want pinto beans back in the deli. No more black beans.
- Brenda – I would like to see demos again the stores.

6. Employee Guest Speaker – reported by Lizzy Gahm (Arcata Wellness Department Head)

I've worked at the Co-op for over 20 years, in almost all departments, aside from customer service. I was recently promoted to the Wellness Department Head. I'm very proud of the Co-op. It's difficult to think about profit as well as taking care of our member's needs. As a department head these two things are very prominent in my mind and it's a challenge to meet the needs of both. I would love to see the members cherished, even if we can't cherish them in a financial way. We do have a tremendous amount of loyalty from our members, and I want them to be acknowledged. I think the Co-op has done a great job during the pandemic, making customers feel safe.

7. Financial Bottom Line – reported by Barney

- P11 was a good month with continued sales revenue increase over year and budget. The margin was up from last year and sales from Prepared Foods continue to increase. We continue having over 40 days cash on hand. We are looking into our inventory and how the numbers shift between quarters. The FY22 audit is coming up in June. I anticipate an operational profit for FY22.

8. Nominating Committee Recommendation – reported by Thomas

The Nominating Committee had a great meeting in April discussing board recruitment and outreach. Alex, the Marketing Director, would like to make short videos with current board members as part of board outreach. Applications to run for the board becomes available in June.

- Alexandra – I would love to see short videos of the Department Heads.

The committee also proposes to the board to have the Annual Membership Meeting on Saturday, October 15.

<p>Motion: Approve the Annual Membership Meeting to be held on Saturday, October 15. Approved by consensus.</p>
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9. Board and Management Responsibility Chart – reported by Sean

Kirsten and I worked on this chart that goes over the basic responsibilities are for the board and the management team. We thought this could be a helpful tool, especially for new board members.

- Kirsten – Sean and James had previously work on this document. It became apparent to me once I became a board member that many staff don't understand the authority that board members have. I wanted this document also for staff to review to have a better understanding of what the board is responsible for.
- Thomas – We should add this to be in the Board Policy Manual, and I would like to see it on the website.
- Emi – this would be great as part of the employee handbook.
- Lizzy – I would like to see a video created about this with examples to help staff identify with the information.

ACTION: The board will talk with Alex about Lizzy's idea.

AGREEMENT: Put this on the next board agenda as an action item to include in the Board Policy Manual.

10. How Can the Co-op Support Ukraine?

- Roger – I'm interested in seeing the Co-op help raise funds to send to the World Kitchen organization that is feeding refugees from Ukraine. This organization is not political, but simply feeds people.
- Sean – NCG is working with Co-ops to raise funds for Co-ops in Ukraine and giving a \$100,000 match to funds being raised.
- Kirsten – I feel better about supporting Ukrainian Co-ops over World Kitchen, because it's Co-ops supporting Co-ops, which is a cooperative principle. I also like that the donations will be matched by NCG.
- Thomas – if we donate to the Ukraine Co-ops we could still promote World Kitchen on social media.
- Roger – I prefer donating to World Kitchen, knowing the funds will immediately help feed people, versus donating to Co-ops in Ukraine that may not even be functioning at this time.

ACTION: Sean will investigate ways the Co-op could assist in raising funds to be donated to an organization.

AGREEMENT: Continue this discussion at future meeting.

11. June 4 Board & Management Retreat

The retreat is Saturday, June 4. Originally to be held 10am-2pm. It was requested to move the retreat to noon-4pm. This time change still needs to be confirmed.

12. GM Report – reported by Sean

- Both stores are now exempt from the CRV redemption. Shout out to Kiya for dealing with all of this and seeing the Co-op through this struggle.

11. Member Comment

- Thomas - I love that we have a Little Free Library in Eureka.
- Alexandra – I'm impressed by the Co-op. I propose that the board stipend be increased to get more employees to run for the board.

12. New Business (items for next agenda):

- Board & Management Chart in Board Policy Manual
- Board Stipend Increase
- Ukraine Support
- Renovation Update (July meeting)

Consensus reached to adjourn the May 5, 2022, meeting at 8:18pm and move into Executive Session.

Minutes by Emily Walter

**North Coast Co-op
Board of Directors Executive Session Minutes
May 5, 2022**

Present at meeting:

Board Members: Roger (President), Kirsten Lindquist (Treasurer), Thomas Wehland, Laura Jones, Humnath Panta (Secretary), Alexandra Profant

Absent Board Members: Pamela Lee (Vice President)

Co-op Employees: Sean Nolan

No reportable action taken.

Executive Session ended at 9:00