



Board of Directors Meeting Minutes

July 7, 2022 • 6 – 8pm

Zoom Call

Present at meeting:

Board Members: Kirsten Lindquist (Treasurer), Thomas Wehland, Humnath Panta (Secretary), Pamela Lee (Vice President), Alexandra Profant

Absent Board Members: Roger (President), Laura Jones

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

Member-owners: Kathleen Pelly, Mike Connors

1. Welcome

The meeting was called to order at 6:00 by Pamela and introductions were made.

2. Agenda Review and Approval

Agenda approved by consensus.

3. Approve June 2, 2022, Board Minutes

Motion: Approve the June 2, 2022, board minutes.

Approved by consensus.

4. Member Comment Period

- Kirsten – I'm enjoying the member sale (Cypress Grove Cheese) item for the month.
- Pamela – I was happy that a cashier reminded me that it was member discount month
- Emi was recently elected to the board of the American Cheese Society and will be attending their conference in Portland Oregon.

5. Board Correspondence

- A member had concerns about donating und Round Up funds to Black Humboldt.
 - o Sean – Black Humboldt's mission is basically to provide safe spaces for people of color in Humboldt County which includes events that are only open to people of color. This member didn't like that white people aren't invited to attend their events. I responded to the member and am comfortable supporting Black Humboldt.
 - o No further correspondence is needed.

6. Financial Update – reporting P1 – reported by Barney

- We are consistently staying at 40 days cash on hand.
- We are using a different method for calculating/estimating inventory for the first two periods of each quarter. We are now using the average of the dollars of total inventory. The third period of each quarter is physically counted. This should alleviate the current roller coaster of inventory period to period.
- Revenue is up 7% over last year. I'm going to modify the benchmark graph. I want to show changes between periods for Revenue.
- Net income was negative. This was a member appreciation month, so there were a lot of discounts (which wasn't budgeted for). P2 and P3 will have less discounts than budgeted which should bring us back to budget. Also, there were high health care costs this period.

7. Renovation Update – reported by Sean

We have an updated timeline for our renovations, primarily in Arcata and few in Eureka. Updating refrigeration, painting the interior and replacing flooring in Arcata. Painting is up next and starting this fall the floor will be removed down to the concrete and shelving will be updated. The flooring and shelving will all take place at night

when the store is closed to have minimal impact. The production departments will both need to be closed for one week in both stores. We will also be closing at an earlier time to allow for the overnight renovations. The current timeline has Arcata renovations complete by the end of October. The Eureka store won't be completed until early 2023 to avoid any work during the busy holiday sales season. We are planning to have some kind of grand opening celebration to see all the changes.

8. Quarterly Review of the Strategic Plan – reported by Sean

We're still making progress in our goal areas.

- What is category management support?
 - o It's the selection of which projects we carry and using data to determine what sells well and what creates profit.

9. Board and Management Retreat – reported by Emily

We are looking at a few weekday dates in early August. If we can't make a date work in August, then we will have to wait to hold a retreat in early 2023.

10. GM Report – reported by Sean

- We have a new Eureka Store Manager starting next week with a lot of experience in management and working for Co-ops.
- Carrie Norris is changing jobs from Assistant Store Manager to our HR Generalist, which is very exciting.
- Alexandra – How did we determine to have a coffee blend with the Muddy Waters Company?
 - o Sean – they reached out to us for our interest. We also have custom blends with Equal Exchange.

11. Member Comment

None

12. New Business (items for next agenda):

- Renovations Update
- Annual Membership Meeting

Consensus reached to adjourn the July 7, 2022, meeting at 7:30pm and move into Executive Session.

Minutes by Emily Walter

**North Coast Co-op
Board of Directors Executive Session Minutes
July 7, 2022**

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Board Members: Kirsten Lindquist (Treasurer), Thomas Wehland, Humnath Panta (Secretary), Pamela Lee (Vice President), Alexandra Profant

Absent Board Members: Roger (President), Laura Jones

Co-op Employees: Sean Nolan

No reportable action taken.

Executive Session ended at 8:30pm