

The Meeting of the  
Board of Trustees of the  
Skagit Valley Food Co-op  
December 13<sup>th</sup>, 2018

The Board of Trustees met at 7:45am in the conference room of the third floor of the Co-op Building. Tom Theisen, Brad Claypool, Rob Smith, Mike Hackett, and Kristen Ekstran were present. Todd Wood, General Manager, was present. Casey Schoenberger, Ian Taylor-Mixon and Colee Snapp were not present.

Owner/members are welcome to address the board at our meetings at either the beginning or the end of the meeting. While the board encourages member/owner input the board may not be able to add topics raised by owner/members to that day's agenda. Owner/member comments should address board related (non-operational) issues and will be recorded in the meeting minutes.

The agenda for the meeting:

1. Member/Owner Comments
2. Minutes
3. Old Business
  - a. Committee Reports
4. New Business
  - a. Manager's Report
  - b. Staff Representative's Report
  - c. Calendar

Member/Owner Comments

None.

Minutes

The minutes for the November meeting were reviewed. No quorum was present, minutes to be approved electronically at a later date.

Old Business

The Community Relations Committee (CRC) did convene and met with Holly O'Neil from Crossroads Consulting. The CRC is seeking to engage her services as a facilitator to help to augment the structure and function of the CRC to increase member engagement and involvement. She has sent over a contract that will involve meeting monthly in order to develop new guidelines for committee operation and then to help facilitate the CRC meetings during the launch of the reconstituted committee.

Brad led a discussion of whether to engage Holly and how it might relate to other priorities, beyond the renewal of the CRC. Also, the Board will consider whether it makes sense to bring on a Board Administrator to increase capacity.

- MSc: Claypool, Ekstran, To Engage Crossroads Consulting as per the presented contract. Approval to happen over e-mail due to lack of quorum.

Rob will serve as the lead of the ad hoc CRC revision committee and lead coordination with Holly in the CRC revision work.

Tom led a discussion about Policy Governance and the Board's meeting with the previous GM of the Community Food Coop. There was further discussion of how the Coop Board will begin to transition to a Policy Governance model. Brad will take the lead of an ad hoc committee to explore Policy Governance and how it might be implemented.

The "Vision 2025" strategic planning process is beginning. Tom will lead an ad hoc committee to get the process moving along. Kristen will serve with Tom and Todd to move the Vision 2025 process forward.

### New Business

Todd Wood, General Manager gave a monthly report. November sales were \$1,778,000, up 8.81% over the same period last year. The café sales were up 21.6% over the same period last year. There were 81 new owner members in November. Todd thanked the Board for the staff holiday gift cards. The south parking lot lease with the city is expiring in March. The staff Holiday party will be held in January at the 3<sup>rd</sup> Street Café, complete with Talent Show.

There have been difficulties in getting inventory due to shortage in delivery drivers on a regional level. There is a need to order products ahead of time and the Coop has invested in increased cold storage capacity.

There was a discussion about looking at electronic voting or having a digital version of the ballot available on the website to increase member participation in the upcoming Board election.

No staff report due to lack of staff presence at the meeting. It has been communicated to staff that Ian's position will be up for election in the coming election. There was a discussion about the role of the non-voting staff representative and how their role can provide more value to the Board.

Tom reviewed the Board calendar. 4% Friday recipients for 2019 were announced in the recent newsletter. Request for candidates for the Board election also went out in the latest Natural Enquirer. 2018 yearly financials and 2019 budget will be reviewed and approved in January.

The next regular meeting of the Board will be on January 10<sup>th</sup>, 2019. The meeting adjourned at 8:50am.

Rob Smith, Secretary