

MEETING MINUTES

Silver City Food Co-op – Board Meeting Wednesday, October 23, 2024, 5:30 -7:00PM

AV3 Room, WNMU Miller Library

Attendees: Leo Andrade, David Burr, Kristina Kenegos, Shanti Ceane, Tuan Tran, Sandy Lang (Board members) and Kevin Waters (GM)

1. Welcome, Introductions and Membership/Board Discussion (5:30 – 5:45)
 - a. Agenda – **Approved**
 - b. Director announcements
 - i. Reminder: The Food Coop is Expensive Webinar; Arrangements
 1. Several board members plan to attend the Nov. 6th webinar “The Food Co-op is Expensive.” Kristina will register and work with Tuan to set up a meeting room for the group.
 - ii. Outreach and Food Security in Silver City (Sandy)
 1. Sandy referred to a recent article about WNMU’s commitment to enhancing food security, and outreach being done to different groups in the community and wondered if the Co-op should play a role in the effort. Kevin already had a meeting scheduled with the new program coordinator, Katie, and David agreed to reach out to Katie to invite her to the next board meeting instead. Leo passed along an application to participate in the advisory committee that will be reviewed by the board.
 - iii. Hiring process. Kevin talked about the process, which is being done through Indeed. David suggested possibly sending a message to applicants that didn’t get the job. Kevin said that anyone who reached out regarding their application got a follow-up response, but it didn’t happen automatically to everyone.
 - c. Member comments - None
2. Old Business (5:45 – 5:50 PM)
 - a. September board meeting minutes – **Approved** by email consensus 10/09/2024
 - b. Concern coordinator update (Leo). Only email was a promo for the webinar that the board will be attending on Nov. 6th.
3. New Business - None
4. Committee Decisions and Announcements (5:50 - 6:30)
 - a. Strategic Planning – Next steps, tracking and measuring results
 - i. The board discussed the process for measuring the recently finalized strategic plan. During the construction project, every B report except for B7 has been paused, and David wondered if this makes sense in the long term. Shanti suggested that the B reports are the main structure between the Board and GM, and it’s too easy to lose sight of progress if you don’t regularly track progress. However, adding the strategic plan metrics with the B reports seems to be overkill on reporting. So, the Board decided that the strategic planning committee would meet to identify the key metrics (KPIs) to measure each month, mixing traditional financial with strategic plan objectives, and Kevin would start tracking them. Over the next year, the BME committee will then work on modifying the B

reports to reflect the new Ends, so that metrics captured more closely align with our vision.

- b. Member Connect Committee: No report
 - c. Election Committee (Leo)
 - i. Certify Election Results – **CERTIFIED**. Leo reported that there were 318 votes, with Gwen Lacy, Sandy Lang and Paul Slattery elected for three-year terms and Cinde Thomas-Jimenez for a one-year term.
 - d. Board and Management Evaluation: No Report
 - e. Finance Committee: Next meeting second week of November instead of third due to Thanksgiving.
5. Monitoring Reports (Kevin, 6:30 – 6:45 PM)
- a. Communication to the Board (B7) – **Accepted**
 - i. Kevin reported that our financials are staying really strong leading up to the store opening. Growth vs. prior year was up 2.4%. In regards to the construction, Kevin reported that there have been many challenges out of his control, but progress is being made. Significant remaining construction includes offices, sidewalks/entry/loading doc pad, paneling in the new metal building and metal building flooring. It's too early to determine an opening date, but Kevin is still hoping for occupancy in December, even if all tasks are not yet completed. After the meeting, the Board toured the new building to see the progress in person.
6. Board meeting closure (6:45 – 6:50 PM)
- a. Task list
 - 1. GG article for December, due Nov. 10 – Election results (Leo to write, Kristina to review)
 - ii. Tuan: Setup for Webinar
 - iii. BME: Develop Board and GM evaluation tools and timeline
 - iv. EC: Notify candidates of election results (communicate with Marguerite re discounts for newly elected board members)
 - v. GM: Develop co-op budget for 2025
 - vi. FC:
 - 1. Review board financials (Jan-Oct) and propose board budget for 2025
 - 2. Review and approve co-op budget for 2025
 - vii. All committees: Prepare meeting notes
 - viii. David: Follow-up with Katie at WNMU
 - b. Tabled items
 - c. Board Member Unavailable Dates – Sandy (Oct. 27-30), David (Nov. 2-8), Shanti (Nov. 13-30), Kristina and Leo (Nov. 22-Dec. 3)
 - d. Next Board Meeting November 20, 5:30PM, Room AV3, WMNU Miller Library
7. Executive Session for personnel matters
8. Tour of new store after meeting (7:00 PM)