

September Board Meeting Minutes

**Silver City Food Co-op – Board Meeting
Wednesday, September 25, 2024, 5:30 -7:00 PM
AV3 Room, WNMU Miller Library**

Attendance: Board Members David Burr, Tuan Tran, Paul Slattery, Leo Andrade, Kristina Kenegos, and Jane Spinti; Kevin Waters, General Manager; Cinde Thomas-Jimenez, Board Candidate

1. Welcome, Introductions and Membership/Board Discussion (5:30 – 5:40)

- a. Agenda – **Approved**
- b. Director announcements
There were no Director Announcements.
- c. Member comments
There were no Member comments.

2. Old Business (5:40 – 5:45 PM)

- a. August board meeting minutes – **Approved** by email consensus 09/16/2024
- b. Concern coordinator update (Leo)

3. New Business (5:45-6:00)

- a. Return of equity request - **Approved**

The Board approved a request for a return of equity and the process for issuing the equity check.

- b. NCG Participation Report - Comments

The Board reviewed the National Co+op Grocers (NCG) report covering the 2023 calendar year specifically made for the Silver City Food Co-Op. It was sent incorrectly the first time but was corrected and sent again, with interesting data on the Co-Op's performance and sales. It included data graphs and the comparison of data with other Co-Ops.

4. Committee Decisions and Announcements (6:00 - 6:15)

- a. Strategic Plan - **Approved**

The Strategic Plan has been updated. David distributed a version with tracked changes for all Board Members to review. Kevin contributed additional elements to the Strategic Plan, with specific changes to the "Make Progress" and "Being a Preferred Workplace" sections. The strategic plan was approved, and the final version will be sent to Judith in both Word and PDF formats.

- b. Member Connect Committee: No report

Tuan is reviewing applications for Round-up recipients and passing these on to Kristina. She is in communication with Mike to make sure no applications are overlooked. The deadline for applicants and how to evaluate was discussed. The Round-up applications will be reviewed in-house with participation from Jane and Paul from the Member Connect Committee representing the Board.

c. Election Committee (Leo)

i. Updates

The Board elections are scheduled for October 7-20. It's crucial to ensure ballots are sent out correctly and that the election results are verified. The chair of the elections committee must confirm the elections.

d. Board and Management Evaluation: No report

e. Finance Committee: No report

5. Monitoring Reports (Kevin, 6:15 – 6:35 PM)

a. Communication to the Board (B7) - **Accepted**

Kevin reported a 5.7% increase in sales for August and addressed how the new store location has affected sales. He clarified the discrepancies in budget comparisons stemming from the store's opening. While there is a \$150,000 sales shortfall, he notes a strong operating profit. Concerns have been raised about stock availability at the Co-op due to the transition to the new store and discontinuation of specific items. Additionally, he provided updates on the new store's opening and the ongoing construction progress, which included insulation, framing, electrical work, and the installation of walk-in coolers.

Some things that still need to be worked on are the drywall, plumbing, concrete pads, and the expected completion timeline. Kevin detailed the utility connections, covering PNM and gas upgrades, along with the contingency plan for an opening by the end of October. The Board recommended notifying customers about the store closure and the importance of stocking up on essential items before the transition, as well as informing customers about the ongoing shortage of items. Kevin clarified the reconfiguration of responsibilities to better suit the new store configuration.

Kevin shared the co-op had a \$33,000 governance expense in the rolling year from the third quarter of 2023 to the second quarter of 2024, which is 0.7% of sales. He compared this information to other co-ops, noting that their governance expense is higher but mentioned that the comparison is not straightforward due to different budget categories. The Board inquired about insurance fees and clarification on insurance costs. Kevin will check with Marguerite about insurance fees and get back to the Board with information.

6. Board meeting closure (6:35 – 6:50 PM)

a. Task list

i. GG article for November

Kristina may write an article unrelated to the Board business, potentially focusing on organic food. This article won't appear on the Board page. In the November issue, we will revisit the information regarding the Round-up. Kevin will reach out to Judith and Carol to discuss the Round-up reminder on the Board page.

ii. BME:

BME Committee: review the board evaluation plan and tools.

Elections Committee: count and verify the election results and submit proposed budget to the

Finance Committee Chair.

Member Connect Committee: determine the date and budget for the 2025 GMM picnic (this could be done later)

Finance Committee: The next Finance Committee meeting will be held in the second week of November and the Board meeting will be held in the third week, a change from normal timing.

b. Tabled items: None

c. Board Member Unavailable Dates

David: Oct. 1-3 and Oct.12-16

Leo: Oct 2-10

Sandy: Oct. 14-17

d. Next Board Meeting October 23, 5:30 PM, Room AV3, WNMU Miller Library

David will coordinate with Kevin to confirm the meeting at the new store for the October meeting if the store is complete.