

MINUTES
QUINCY NATURAL FOODS CO-OP BOARD OF DIRECTORS
REGULAR MEETING
March 16, 2021

Time: 5:01 pm Meeting called to order by Rachel, President

Location: Zoom Meeting

Board members present: Rachel Bauer, Gia Martynn, Aubrey Pickerell, Wayne Cartwright, Piers Strailey, Vanessa Vasquez, Amy Napoleon.

Board members absent:

Minutes taken by: Amber Hughes

Also present: Marcie Wilde, GM, Amber Hughes, Marketing & Member Services, Sharrill Irons, Grocery Manager.

Welcome guests: Kelly Williamson, Kevin Danaher

Open Forum/Announcements:

Approval of March 16th, 2021 Agenda:

Rachel motioned to approve; Aubrey seconded. Agenda approved with changes.

Approval of February 16th, 2021 Minutes:

Rachel motioned to approve; Wayne seconded. Minutes were approved with changes.

Board Education:

Sharrill Irons, Grocery Manager, presented and discussed the topic of Grocery management responsibilities.

Upcoming board education: Board training in April; Wayne to discuss the topic of, “How the coop movement started”.

Board Ed 2021 lineup

May – Member of management team

June – To be determined

Manager’s Report:

The general manager's report for Feb 2021 was discussed and the board accepted the report. GM report highlights: Sales down 7.1% for QNF and up 5% for FRFC from prior year. Sales are continuing to increase, especially at FRFC. Webcart is almost ready to launch to the public. Inventory for the bakery was counted on February 28th. This completes the process to acquire the bakery and its inventory. Work on the website and rebranding will begin soon, considering adopting a single name for both locations. Quincy update: New doors and a storage unit were installed. The generator system for the Quincy location will now be sometime in July. Portola update: There has been a consistent upward trend in sales! FRFC has done a wellness re-set, with new metal shelving installed to freshen up that department.

Old Business:

- **Election update:**
Elections begin on March 1st; four candidates are running. Voter turnout has been successful to date.
- **Annual Meeting update:**
- The board agreed to hold the Annual Meeting via Zoom on a week night in June instead of a Saturday.
- **Policy governance update:**
Training opportunities and costs were discussed.
- **Board Evaluations results:**
Results were reviewed and discussed.
- **Endorsing Issues/Causes:**
Discussion regarding Portola Mine proposal tabled for next meeting after the Advocacy Policy is approved.

New Business:

- **Bank Signatures:**
Rachel made a motion to approve adding Marcie as a signatory; Wayne seconded. Board approved.
- **Legacy Board Member Policy:**
Rachel discussed the proposal of allowing former board members who served at least one three year term, to serve in roles with access to sensitive information when needed and approved by the current board.
- **Employee workplace survey:**
Results were reviewed and discussed.

- **Board Retreat planning:**

Retreat planning was discussed; May is the tentative month.

- **Advocacy Policy:**

The board reviewed the draft Advocacy policy. Rachel motioned to approve; Board voted unanimously. Advocacy policy was approved with changes.

- **Membership Monthly Message:**

2021 lineup

1. Rachel and Gia– April
2. Aubrey – May
3. Membership Committee Chair/Members

- **Upcoming staff meeting:**

Rachel updated the board on prior all staff meeting Next all staff meeting TBA.

Committee Reports:

- **Board Development:**

Met March 12th and discussed elections, self-evaluation, and orientation; Next meeting TBD.

- **Membership:**

Meeting March 17th; Will discuss 2020 Annual meeting. Next meeting TBD.

- **Finance:**

Committee members reviewed 4th quarter statements in Feb.; did not meet, individual members picked up statements reviewed and returned to White House. In process of setting March meeting to review 4th qtr financials and report.

- **Policy:**

Met March 10th and developed a draft Advocacy Policy. Next meeting TBD.

- **Executive:**

Met March 9th; went over GM expectations with Marcie. Next meeting TBD.

Closing:

Review Decisions, Tasks, Assignments:

- Rachel and Gia will write for the month of April; Aubrey in May
- Annual meeting - Membership committee
- Board Orientation planning - Board Development committee

Review Board Calendar: The board calendar was reviewed.

Next BOD Meeting: April 13th, 2021 in Quincy or online

Summary for Employee Memo: Rachel will email Marcie.

Adjourn Meeting:

Rachel motioned to adjourn the meeting; Gia seconded. The meeting was adjourned at 7:34 pm.

Closed Session:

Closed session was held, no action was taken.

Note: The Member Services Coordinator makes approved changes to the prior meeting's minutes and forwards the final version to the board secretary and the board president. The secretary posts the final minutes in the board Dropbox, and the Member Services Coordinator posts in the store and on the QNFC web site.