

**MINUTES**  
**FEATHER RIVER FOOD CO-OP BOARD OF DIRECTORS**  
**REGULAR MEETING**  
September 16<sup>th</sup>, 2021

**Time:** 5:01 pm Meeting called to order by Gia Martynn, board president

**Location:** 269 Main St, Quincy CA.

**Board members present:** Gia Martynn, Aubrey Pickerell, Wayne Cartwright, Piers Strailey, Scott Stirling, Dana Krinsky, Melissa Lopez

**Board members absent:**

**Minutes taken by:** Aubrey, Gia, and Marcie

**Also present:** Marcie Wilde, GM

**Welcome guests:** none

**Open Forum/Announcements:** none

**Approval of September 16<sup>th</sup>, 2021 Agenda:**

Gia motioned to approve; Wayne seconded. Gia discussed that we normally review by-laws this month, but due to the number of reports to review this month, decided to move to October. Agenda approved.

**Approval of July 15<sup>th</sup>, 2021 Minutes:**

Gia motioned to approve; Piers seconded. Minutes were approved with one change, adding Scott Stirling as present at the meeting.

**Board Education:**

Piers presented a discussion about co-op disaster readiness, which included some research he did on what should be included in a disaster readiness plan.

**Upcoming board education:** Dana Krinsky, topic TBD

**Board Ed lineup**

**November 2021** – Scott Stirling

**January 2022** - Gia Martynn

## **Manager's Report:**

The General Manager's reports for July 2021 and August 2021 were discussed, and the board accepted the reports.

### **Old Business:**

- **Board Vacancy Nomination:**

Scott nominated Melissa Lopez to fill the board vacancy, Wayne seconded. The board moved to unanimously nominate Melissa Lopez as the new board director. GM and Board President will set date with Melissa for orientation.

- **Policy Governance Update:**

Gia gave an update to our change to policy governance. The board continues to work with Ben Sandel with Columinate as a consultant; met on Aug. 25th. Board agreed the Policy Committee will be the lead for this transition versus establishing an ad hoc committee.

- **Staff Appreciation Status:**

Gia updated the board on staff appreciation gifts, and directors shared their status.

- **GM Evaluations and Contract Renewal:**

Gia shared that the executive committee met with the GM to discuss her 6 month contract renewal and evaluations from staff. The EC approved renewal of the contract for the next six months.

- **Board Events Update:**

Marcie discussed the Community Appreciation Days in October, with no date set. There also was discussion about a Breakfast with the Board event.

- **Membership Messages Reminders:**

Aubrey will be doing October's message about Community Appreciation Days.

### **New Business:**

- **2<sup>nd</sup> Quarter 2021 Financial Report:**

Gia motioned to approve the 2<sup>nd</sup> quarter financial reports, Wayne seconded. The report was discussed and the board accepted it with minor changes.

- **Community Appreciation Day (CAD) Planning:**

The membership committee has not met to establish dates for this event. Aubrey will be meeting with the GM next week to set dates and details.

- **Employee Workplace Surveys:**

Gia shared that she is working with Nova Collinson, HR Director to get the workplace surveys out to staff members. Nova will be compiling the information and sending it to Gia when finished.

- **Staff Meetings:**

Marcie shared a new structure for staff meetings as follows:

- Portola Location
  - Quarterly all-staff meetings with the GM
- Quincy Location
  - Quarterly department-specific meetings with the GM
- Both Locations
  - One yearly all-staff meeting with GM and Board presence

### **Committee Reports:**

- **Board Development:** Met ?? to discuss potential board vacancy candidates, recommended Melissa Lopez to fill Amy's vacancy. Next meeting TBD.
- **Membership:** Has not met; meeting w/ GM next week to discuss CAD dates. Next meeting TBD.
- **Finance:** Met Aug 11th reviewed 2nd quarter statements; met Sept 13th and reviewed 2nd qtr financial report, recommended for board approval. Next meeting Nov 8th.
- **Policy:** Has not met; plan to participate in call w/ Ben from Columinate next Wednesday on Sept. 22nd. Next meeting TBD.
- **Executive:** Met on Aug 10th to review GM evaluations by board and mgt team and discuss the GM 6-month contract renewal. No change to the renewed contract was made except for the term dates. Reviewed/revised the draft Interim GM Emergency Plan. Update on board vacancy from the Board Development Committee, accepted committee's recommendation of Melissa Lopez, and discussed staff appreciation. Met w/ GM on Aug. 12th and conducted review of performance and renewed contract. Next meeting TBD.

### **Closing:**

#### **Review Decisions, Tasks, Assignments:**

- Dana will prepare Board Ed presentation for Oct. meeting.

- Aubrey will meet with GM to set CAD dates and write a membership message from the board for Oct.
- Gia and GM will set date to hold new board member orientation for Melissa.
- Gia, Piers, and GM will talk w/ Ben Sandel next week to discuss next steps for Policy Governance.
- Executive Committee will review workplace survey results to present at Oct. meeting.

**Review Board Calendar:** The board calendar was reviewed.

**Next BOD Meeting:** October 21<sup>st</sup>, 2021 in Quincy and via zoom; Board Meetings will now be held the 3<sup>rd</sup> Thursday of each month.

**Summary for Employee Memo:** Gia will email Marcie.

**Adjourn Meeting:**

Gia motioned to adjourn the meeting; Wayne seconded. The meeting was adjourned at 7:45 pm.

**Closed Session:**

none

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.