

FEATHER RIVER FOODS CO-OP BOARD OF DIRECTORS
REGULAR MEETING
March 17, 2022
Approved at 4/21/2022 meeting

Time: 5:16 pm – meeting called to order by Gia, President

Location: Combination in-person at white house in Quincy and on Zoom

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

Board members absent: N/A

Minutes taken by: Kendrah Fredricksen

Staff present: Marcie Wilde (GM)

Welcome guests: Nance Reed, Leslie Wehrman

- Open Forum/Announcements: N/A

Agenda for March 17, 2022, Review & Approve:

- Piers motioned to approve. No changes. Melissa seconded. Agenda approved.

Minutes of February 17, 2022, Review & Approve:

- Wayne motioned to approve. Date of meeting corrected. Piers seconded with this change. Minutes approved.

Board Education:

- **Board Education:** March 17, 2022 - Aubrey Pickerell

Hiring is difficult for all businesses due to workforce shortage. It is best for management to be honest with staff; indicate they are working on hiring, etc. Recommends grooming candidates internally for promotions. FRFC is mentoring current staff. Ensure staff gets training and development they need – this is an investment. Try to retain staff – keep employees happy. Ensure staff feels valued. Unique challenge in our region – limited talent pool. Word of mouth recruitment is helpful but should also look at other resources. Look into older and younger hires, criminal justice job pool, etc. We need a diverse and inclusive staff.

- **Upcoming Board Education:**

April – Wayne

May – Dana

Reports:

- **Manager's Monthly Report:** February is directly after 10% quarterly month (thus, decrease in sales). Generally, slowest month – but sales increased 7% over last year Feb. Outreach – February: Girls Rite and Sierra Nevada Journeys. In process of coaching Portola staff to get them to ask for Round-ups. It was suggested that members be offered the opportunity to elect auto round-up with every purchase. Staff are keeping an on eye on bulk – 1% increase in sales. Having an issue with moths – working on this. Deli – From Jan. to Feb. 16.6% jump in sales. This was a big investment and seems to be paying off. Looking at different packaging options (supply chain issues). Gia said it was suggested people could buy reusable containers which people could bring back each time.

Portola Store Manager – promoted Sara Lodwig (began in March).

Portola Produce Manager – promoted Mikki Brown. We currently have no partner farmers in Eastern Plumas. We need contacts. Gia suggested we participate in Farmer's Markets in Eastern Plumas (e.g. make smoothies). A new Farmer's Market will be starting in Blairsden.

Old Business:

- **2022 Board Elections Update:** In process. Members are voting by paper ballots and online. Portola voting by paper ballot has been much less. Scott said they will meet April 2nd at 10 am (Nance, Alan, Aubrey and Scott will count vote). Will need to plan new director education. Need to include Policy Governance info.
- **Annual Meeting Plans Update:** Scheduled for Sunday, June 26th 12:30 pm at School District Office lawn (1:15 pm meeting start). Need one-day event insurance. Deli will do the food. Trying to get local bands to play. There will be member recognition.
- **2022 Board Goals:** Kept previous first and last goals. Middle goal edited (simplified). Wayne moved to approve. Piers seconded. Motion carried.
- **Membership Message:** Wayne would like to discuss how co-op is helping Fire Victims, Round-up at Register (Portola now has own organizations), and Affordable Food Program (including student population).
Reminder to get Melissa's info from last month's presentation ready for publishing.
- **Staff Meetings:** All-staff on April 10th 2 – 4 pm at West End Theater; Board members are invited to attend (Gia and Wayne hope to attend).
- **Pergola:** GM shared pergola proposal with board in February. Board asked GM to get two other bids before proceeding. GM solicited two other local contractors, but both declined to bid. GM reached out to President in March to move forward with original proposal. President emailed the board on March 10th asking for an electronic yay or nay vote. Board members approved GM to go with the original proposal, 6 yay votes and 1 abstained.

New Business:

- **Annual Operations Budget:** See separate reports.
- **Budget/Schedule:** See separate report. It is most helpful to compare to 2019 which was a more typical year. Wayne moved to approve. Scott seconded. Motion approved.
Capital Expenditures: See separate report. Still considering purchase of Portola property. Need tree removal at white house, computers, swinging doors for Portola, refrigerator cooler (already purchased), pergola, water refill station, bike rack, etc. Piers moved to approve. Melissa seconded. Motion carried.
- **New Board Member Orientation Planning:** Hope to do the hour before the April meeting (include Policy Governance).
- **Board Training Opportunities:** Board 101 this Saturday 8 am to 11:30 am by Zoom (include Designated Emergency IGM in this training), Finance Training on May 3rd and Nov. 3rd, Advanced Financial Reviews and Audits on July 27th, Exploration in Policy Governance in October, GM Compensation in August. Gia will send out the list of trainings to everyone.

Committee Reports:

- **Board Development:** Scott reported they emailed correspondence regarding ballots. Next meeting is April 2nd.

- **Membership:** Melissa reported they met March 9th to discuss the details of the Annual Meeting. April meeting date TBD.
- **Finance:** Wayne reported they met March 7th. Reviewed reports, budget, capital expenditure budget, 4th quarter report, etc. Next meeting: Mon., April 11th at 5:30 pm.
- **Policy:** Piers reported they are scheduled to meet this coming Mon. March 21st at 5 pm. Will review bylaws in light of other policy changes. Need to see if Rachel has finalized procedures. Also need to check with operational policies at store before overall policies are finalized.
- **Executive:** Have not met yet; need to reschedule meeting scheduled for March 23rd. Need to review charters and calendars.

Closings:

- **Board Member Check In:** Piers said it's been a pleasure to serve on the board the last couple of years (this is his last meeting).
- **Review Decisions, Tasks, Assignments:**
 - Board Ed: Wayne – April
 - Membership Message: Wayne
 - Scott – Ballot counting April 2nd
 - Gia will send out training calendar (Columinate)
 - New Board Orientation – April 21st at 4 pm
 - All-staff on April 10th at 2 pm (Gia and Wayne)
- **Review Board Calendar:** On schedule for March, Board Officer Election in April, setting Board meeting dates, setting date for Board Retreat, 4th Quarter Reports.
- **Next BOD Meeting:** April 21, 2022 at white house in Quincy and via Zoom; Board Meetings are held the 3rd Thursday of each month.
- **Summary for Employee Memo:** (Gia will send summary to Marcie)

Adjourn Meeting:

Scott motioned to adjourn the meeting; Wayne seconded. The meeting was adjourned at 6:46 pm.

Closed Session: N/A

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.