

BOARD MEETING MINUTES
FEATHER RIVER FOODS CO-OP BOARD OF DIRECTORS
REGULAR MEETING: July 18, 2022
Approved at 9/19/2022 meeting

Time: 5:11 pm – meeting called to order by Gia

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

Board members present: Wayne Cartwright, Dana Krinsky (Zoom), Melissa Lopez (Zoom), Gia Martynn, Scott Stirling, Leslie Wehrman

Board members absent: Aubrey Pickerell

Minutes taken by: Kendrah Fredricksen (Zoom)

Staff present: Marcie Wilde (GM)

Welcome guests:

- Open Forum/Announcements: N/A

Agenda for July 18, 2022, Review & Approve:

- *Wayne moved to approve. Scott seconded. Agenda approved.*

Minutes of June 20, 2022, Review & Approve:

- *Scott moved to approve. Melissa seconded. Minutes approved.*

Board Education:

- **Board Education:** Wayne – double-feature:
 - Fixed Assets/Current Assets and Depreciation, e.g. \$1,000 depreciation on equipment per year – gives a better picture of current assets and helps with taxes over time.
 - Topaz Coop as seen via Japanese Internment Camp Museum (in Delta, Utah) <https://topazmuseum.org/> – Eleanor Roosevelt helped set-up a coop for these people, which they ran and grew in many ways.
- **Board Education Schedule:**
September – Melissa October – Leslie November – Scott

Reports:

Manager's Reports: See separate documents.

- **Monthly Report (June)** – Sales up over previous year and previous period in both locations (some of this was start of High Sierra Fest).
 - Hired new Produce Manager in Portola, Marc Woods.
 - Nova has given her notice. Marcie is looking into other options, such as creating an Admin position. Nova will help out as a contract person for near future. Payroll will be moved back to Finance.
 - High Sierra Fest was back, and this increased sales; many happy people were in town. Back-up trailer was helpful for cold storage.
 - Trained Michelle Fulton to develop monthly FYI report for Board.
- **Policy A: Ends Monitoring Report for 2021 (Part B)** – Lofty goals based on the vision.
Ends 1.1 – Be Recognized in Community – We are the only business which offers truly locally grown produce. We have an established product purchasing policy. We are to provide bi-yearly customer service survey – next one will be done in October 2022.
Ends 1.2 – Provide exceptional food ... to all segments of community – Discount Programs: Affordable Food Program, Community Day, Wellness Day, Quarterly discounts, coupons, etc. – all saved people money across different segments of community.

Ends 1.3 – Model sustainability and environmental responsibility – We are in two communities (e.g. convenient, saves gasoline for consumers), 33 solar panels in Quincy, recycle at both locations, deli/bulk containers are recyclable/compostable, do composting in produce/deli We could do better – especially in Portola.

Ends 1.4 – Promote development of sustainable food system – Community grants, sales to local farmers/producers, Master Gardener/4-H collaboration. We like to do more work with Lost Sierra Food Project, e.g. teaching space.

Ends 1.5 – Develop leadership within organization – Updated organizational chart, added team leaders and assistant managers, etc.; 32 hours of training done by assistant managers; 5 virtual conferences; new hire onboarding now includes segments related to coop’s history, etc.

Ends 1.6 – Maintain and upgrade facilities – Installed sliding doors in Quincy, replaced AC unit in Portola, Webcart is up and running (for online ordering), upgraded signage due to renaming.

- Gia said AC replacement could fall under several categories above (e.g. more green). There are other items which fall under more than one category.
 - Dana mentioned the garden outside the white house which could be mentioned in report.
 - Gia would like to see numbers of people in Affordable Food Program, students, etc.
 - Dana asked if we should try to promote the online food program more; not sure if this is necessary. Dana also asked about delivery for people who have a hard time getting out. We could ask about this in customer survey.
- **Policy B3: Asset Protection Report** – Insurance documents were discussed. All areas are in compliance.
 - B3.1** Third party agency is Flanigan and Leavitt. Coverage is for complete loss of buildings, equipment, and product. Coverage is also for power failure, interruption of service.
 - B3.2** General Liability, Workers Compensation, Fiduciary, Directors and Officers; employee handbook details harassment policy; employee safety trainings – e.g. fire extinguishers, etc.
 - B3.3** We use only FDIC insured banking institutions.
 - B3.4** Procedures for security of cash handling, payroll or inventory – changes are needed (e.g. implement cashier lane accountability); inventory done by California Inventory Company; Payroll is through Paylocity; no breaches of security or material losses in this reporting period. Alarm Systems are in place at Quincy and Portola stores. Admin. building has policy for securing and locking building at night.
 - B3.5** Sensitive coop information is given adequate protection – policies are in place for paper records (locked files or offices), electronic files (regular back-up, PCI compliance), etc.
 - B3.5** Member/customer’s personal info is kept safe.
 - B3.6** Purchasing procedures and policies are in place (e.g. budgets).
 - B3.7** Evidence of due diligence in contracts was presented.
 - B3.8** No damage of trust to public – no drop in number of members, customer transactions remain high, no negative stories published in news or on social media.

Scott moved to approve GM reports. Wayne seconded. Motion carried.

Old Business:

- **Annual Meeting Review:** 35 people turned up (out of 77 registered); it was very hot, but meeting went well; was a lot of work hauling tables/chairs; trivia was fun.
- **Board Retreat Update:** Went well.
- **Membership Message:** Gia will write something up about Annual Meeting and Conference.
- Plaque and picture of award presented at Annual Meeting are in process.

New Business:

- **Staff Appreciation:** Feedback was that staff do not want gifts (especially gift cards for places they do not use), we have many more staff now; perhaps throw a staff party instead at holidays (will discuss in committee and table for next meeting).
- **Update on Signer for Plumas Bank:** Since Nova is leaving, Marcie recommended adding Alison Blesse to accounts.
Dana made a motion to:
Remove Nova Collinson and add Alison Blesse as a signer on the following accounts:
Add Bank Account Numbers for internal/bank use.
Wayne seconded. Motion carried.
- **Breakfast with the Board:** Table for next meeting.

Committee Reports:

- **Board Development:** Nothing to report.
- **Membership:** Chair absent.
- **Finance:** Next meeting Monday, August 22nd at 5:30 pm.
- **Policy:** Nothing to report.
- **Executive:** Nothing to report.

Closings:

- **Board Member Check In:** We appreciate Marcie!
- **Review Decisions, Tasks, Assignments:**
 - Board Ed: September – Melissa
 - NO meeting in August
 - Aubrey and Gia – membership message
 - Staff Appreciation – tabled
 - Breakfast with the Board – tabled
- **Review Board Calendar:** August – workplace survey
- **Next BOD Meeting:** September 19, 2022 at white house in Quincy and via Zoom.
- **Summary for Employee Memo:** N/A

Adjourn Meeting:

- *Wayne motioned to adjourn the meeting. Scott seconded. Motion approved. The meeting was adjourned at 7:15 pm.*

Closed Session:

Closed session was held.

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.