

BOARD MEETING MINUTES
FEATHER RIVER FOODS CO-OP BOARD OF DIRECTORS
REGULAR MEETING: June 26, 2023
Approved at July 24, 2023 meeting

Time: 5:08 pm – meeting called to order by Ian Schrammel

Location: White house in Quincy and Google Meet

Board members present: Wayne Cartwright, Clare Churchill, Dana Krinsky, Melissa Lopez, Ian Schrammel (quorum established)

Board members absent: Scott Stirling and Leslie Wehrman

Minutes taken by: Kendrah Fredricksen

Staff present: Marcie Wilde

Welcome guests: None

Agenda for June 26, 2023, Review & Approve:

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

Minutes of May 22, 2023, Review & Approve:

- *Clare moved to approve. Wayne seconded. Minutes approved with changes.*

Board Education:

- **Board Education: Ian – Co-op Membership Demographics**

Ian looked at co-ops in California – first one was in 1867 in San Francisco. Italian vegetable farmers opened Columbo Market in 1874 which became the most successful. Co-op principles include giving back to the community. At our Annual Meeting, only 50 people attended. Did those folks really represent the community? The majority were older, white. Can we get stats on membership demographics? We have not historically collected this data. We could do a survey that includes this info. Does our membership reflect the community? How are other co-ops collecting this info? We can use an outside agency to collect this information. What does the next generation of our members look like? We could consider separating the Annual Meeting from the “fun” celebratory part of the event.

- July – Ian
- Sept. – Scott

Reports:

Manager’s Reports: See separate documents.

- **May Monthly –**
 - Sales were \$381,994, increase of 4.4% over prior year, increase of 15.9% over prior period. Sales in Quincy were slightly down from previous year but up 10.9% over prior period. Sales in Portola were up 22% from previous year and 28% from prior period. Discussion ensued of differences in Quincy vs. Portola customers. Portola tends to have more low-income folks from their neighborhood. (Marcie noted: see the movie, Co-op Wars, on YouTube: <https://www.youtube.com/watch?v=X-LaOM76aVw>.)
 - Round-up at the Register totaled \$1,133.55 for both locations for PC Firesafe Council.
 - Co-op was represented at Plumas Arts Event in Greenville.
 - Greg and Jenna Gatto now own our Portola building and are willing to work with us to deal with immediate property needs.
 - Applied and received American Rescue Plan grant for \$10,000 for Portola (to recoup pandemic losses).

- Both stores now have security cameras at front and back doors. No issues yet.
- Deli/Bakery has started optional 4 day/10-hour work week schedule which is going well. Deli still needs to hire at least 2 people. Food warmer has been upgraded.
- The Leadership team met May 18th and discussed margins and labor. Drawer accountability has started. They were trained on Narcan because a needle was found in our public restroom. Narcan is available at both stores in 1st Aid Kits.
- **Policy: A Global Ends (Monitoring Report, Part A) – “lofty goals”**
 - We are in compliance with all parts of this policy.
 - We are the only retail co-op in Plumas County. We adhere to co-op principles.
 - Sales Growth, Customer Count, Debt-to-Equity, and Membership Growth – all have positive results.
 - Sales growth at 19.6%.
 - We continue to gain customers.
 - Debt-to-Equity is solid and stable (does not include liabilities). Figures are rounded to nearest whole number. Wayne pointed out that this is not completely accurate – the line has moved up and down a bit.
 - Membership Growth has increased 14% (mostly in Portola).
 - The report defines each of the 7 Co-op Principles and our interpretation and compliance.

Wayne moved to approve Manager Reports. Clare seconded. Motion carried.

Old Business:

- **Annual Meeting Recap (table for next meeting).**
- **Board Retreat Plan Update – September 16th**
 - Meet at white house to discuss how board can support Marcie, increase sales, and improve operations.
 - Melissa said we’re set to visit Lost Sierra, Riley’s Beef Jerky, and Barn Swallow Gardens; waiting to hear from Genesee Valley Ranch.
 - Lunch will be at Genesee Store.
- **Committee Charters and Calendars** – no updates. *In future, move this agenda item to Committee Reports. Ian will update the agenda template.*
- **Membership Message – Needs to go out by June 30th.** Scott and Wayne wrote a letter regarding patronage. Currently, there are no dividends to give out.
- **Board Recruitment** – Clare and Ian both have folks in mind who might be interested, and they will follow-up.

New Business:

- **CCMA Recap (table for next meeting).**
- **Investment Options**
 - Financial committee has discussed some options. Plumas Bank has CDs at 4.08% rate. We should also look at some high interest savings account options.
- **Proposal for how to file Board Meeting materials (table for next meeting).**
 - Ian suggested that each Board Meeting have its own file where all documents are found.
 - How to access these files could be Board Education for next month (by Ian).

Committee Reports:

- **Board Development:** Another survey is coming up. Wayne will meet with Melissa to figure out how to send this out and disseminate it.
- **Membership:** Met on June 5th and discussed Annual Meeting. No scheduled meeting yet.
- **Finance:** Met on June 19th and Marcie presented Quarter 1 report. Discussed inventory problems and the possibility of perpetual inventory (via software). Discussed high yield savings accounts.

Discussed the property adjacent to white house – may be able to rent storage space. Will meet again in August.

- **Policy:** Met on May 25th. Discussed Policy and Bylaws. Updated Board Procedures Table of Contents. Will probably meet again in July or August.
- **Executive:** Have not met for a couple months; will meet in next month or so to discuss Board Retreat.

Closings:

- **Board Member Check In:** N/A
- **Review Decisions, Tasks, Assignments:**
 - Meeting Facilitation
 - July – Clare
 - August – No August meeting
 - Board Education:
 - July – Ian
 - September – Scott
 - Membership Message: Wayne and/or Scott will finalize.
 - Charter and Calendar: ongoing for committees
 - Calendars: all review committee calendars
- **Review Board Calendar:** See color-coded spreadsheet online (and in Board members' boxes).
- **Next BOD Meeting:** July 24, 2023
- **Summary for Employee Memo:** Ian

Adjourn Meeting:

- *Wayne motioned to adjourn the meeting. Melissa seconded. Motion approved. The meeting was adjourned at 6:34 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 FRFC web site.