

BOARD MEETING MINUTES
FEATHER RIVER FOODS CO-OP BOARD OF DIRECTORS
REGULAR MEETING: September 24, 2024
APPROVED AT OCTOBER 22 MEETING

Time: 5:09 pm – meeting called to order by Ian

Location: White house and Google Meet

Board members present: Wayne Cartwright, Melissa Lopez, Ian Schrammel, Tim Jones, Clare Churchill, Mimi Hall

Board members absent: Kate Rahmeyer

Board Facilitator: Ian Schrammel

Board Educator: Tim Jones

Minutes taken by: Ross MacNeil

Staff present: Marcie Wilde, Ross MacNeil

Welcome guests: None

Agenda for September 24, 2024, Review & Approve:

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

Minutes of July 30, 2024, Review & Approve:

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

Board Education:

- Tim presented about the issues in the supply chain of avocados.
- Drug cartels are battling for territory of avocado farms.
 - 80% of the avocado orchards in Michoacan were obtained illegally.
- Avocado prices have soared due to these conflicts.
- Many avocados are labeled as “sustainable”, but are in actuality grown on deforested land.
 - Del Monte is one of the companies being sued for misleading customers.
- Luckily, most of our avocado supply comes from Carpinteria, California.

Reports:

Manager’s Reports

- **FYI GM July & August Report**
 - Both stores have seen an increase in sales compared to previous years in July.
 - Portola saw a record-breaking week around the 4th of July.
 - Gold Complex fire disrupted commerce in Portola, but the store managed to stay open.
 - Michelle, front end manager of Quincy, announced retirement in August. She will be subbing when she can.
- **B3 Asset Protection**
 - This report explains how we manage and mitigate risk.
 - Social media has jumped from around 18,000 views in past years to over 150,000 in 2024.
 - Briefly went over insurance plans.

Melissa motioned to approve B3 Asset Protection Report. Wayne seconded. Motion carried.

Old Business:

- **Review Proposed Committee Charters Changes**
 - Committee charters were reviewed.
- **Board Retreat Plan**
 - Best Board Retreat date: Friday October 25th in the evening.

New Business:

- **Annual Meeting Change**
 - Next year, we plan to change style of annual meeting from a party/concert to a more straight-forward event.
 - Melissa brought up the fact that we need a quorum if voting.
 - Marcie mentioned that the last time anything was voted on was around 2012.
 - Also, we could find another way to vote for something (in-store voting, online, etc.).
 - Used saved budget for a more inclusive community event.
- **Review Breakfast with BOD Plan (12/7)**
 - Possibility of having Dragonfly as a venue and to make food?
 - Need to talk to Kate about this.
 - Moon's is another possibility.
- **CAD Survey Discussion**
 - Ian and Ross to touch base about CAD (date, etc.).
- **SWOT Discussion**
 - Analysis of strengths, weaknesses, opportunities, and threats facing the co-op.
 - Marcie recommends that the board reviews a SWOT analysis during board retreat.
 - BOD is to think about our strengths, weaknesses, opportunities, and threats.
- **Board Monitoring Calendar Review**
 - Marcie proposed a new schedule that allows for more timely quarterly reports—this new method will begin January 2025.

Committee Reports:

- **Board Development:**
 - Wayne created a spreadsheet that keeps track of potential board candidates.
- **Membership:**
 - Met in July and talked about CAD, etc.
- **Finance:**
 - Met September 9th.
 - Talked about Q2 financial documents.
 - Good news: Inventory has gone down, cash has increased, labor costs are down for now.
 - Marcie is looking for more ways we could decrease labor cost—one way this is being achieved is making staff more versatile.

- We are unsure about the future of the salad bar—profits seem to have plateaued.
- Possibility of changing deli products to have less variety but more efficiency.
- **Policy:**
 - Met August 5th.
 - Reviewed bylaws, procedures, charter, and policy register.
 - Discovered many minor changes that need to be made.
 - Discussed the timing of the Annual Budget
 - Clare to make corrections on the documents to be reviewed by Marcie.
- **Executive:**
 - Discussed charter at last meeting.
 - Talking about board retreat, which will happen next month.
- **Farmers Market:**
 - Met on August 29th.
 - Sponsorships are trickling in.
 - Meeting again in October.
 - On the lookout for more committee members.

Closings:

- **Board Member Check In:**
 - N/A.
- **Review Decisions, Tasks, Assignments:**
 - Next board facilitator: Tim Jones.
 - Next board educator: Ian Schrammel.
 - Melissa to continue planning Board Retreat.
 - Ian and Ross to plan CAD.
 - All board members begin thinking about SWOT analysis.
- **Review Board Calendar:**
 - Calendar was reviewed.
- **Next BOD Meeting:** October 22nd, 2024.
- **Summary for Employee Memo:** Melissa.

Adjourn Meeting:

Ian motioned to adjourn the meeting. Melissa seconded. Motion approved. The meeting was adjourned at 6:21 pm.

Closed Session: A closed session was held.

Note: The Outreach Coordinator makes approved changes to the prior meeting's minutes and forwards the final version to the board secretary and the board president. The Outreach Coordinator posts the final minutes in the board Google Drive folder, and the Outreach Coordinator posts in the store and on the FRFC website.