

Medford Food Co-op Board of Directors June 19, 2017

Present: Pres. Jim Sims, Vice Pres. Kellie Hill, Sec. Debi Boen, Treas. Kristi Schoenbachler, Patty Casebolt, Robin Simpson

Absent: Fran Batzer

Staff Present: GM Anne Carter, Caleb Landis

REPORTS

The June Medford Food Co-op Board of Directors (***MFC BOD***) meeting was called to order at 5:30 p.m. on 06/19/17.

Minutes of the 05/15/17 ***MFC BOD*** regular meeting were submitted; ***Patty Casebolt*** moved to accept the minutes as submitted. ***Kristi Schoenbachler*** seconded the motion, which passed.

Minutes of the 05/21/17 annual meeting were submitted; ***Kristi Schoenbachler*** moved to accept the minutes as submitted. ***Patty Casebolt*** seconded the motion, which passed. ***Robin Simpson*** was elected to ***MFC BOD*** at the annual meeting.

Financial reports submitted included Profit & Loss (March-May 2017), the Jan.-May 2017 Budget vs. Actuals, and the May 31, 2017 Balance Sheet. May sales were at \$434K, 101% of budget and a 10.8% increase over May, 2016. Operating expenses were at \$114K, or 85.7% of budget. Net operating income for May was \$31K, 181.6% of budget. ***GM Carter*** is planning on creating a revised budget for July-Dec., 2017, based on the delay in the ***MFC*** café project. Due to the café delay, expenses are under budget, which is contributing to a higher-than-expected net operating income. ***GM Carter*** also noted that each month, we are paying for the work that was completed that month on the café project.

There were no “Owners’ Forum” issues or President’s Report this month.

GM Carter submitted and presented her written report, with updates in the areas of finance, ownership, public events and significant operational and staff changes. ***MFC*** added 16 new owners in May, and there was 1 owner share redemption. Additional updates:

Deli update:

- Re-surfacing back lot completed and it’s being used. Still need light and fence.
- Construction on café going well and close to schedule.
- Café Manager - We will be interviewing a candidate on 6/14.
- Equipment being finalized. Found some used equipment in Salem and put down a deposit of \$4,108.00. Will save about \$5,500.00 on this equipment.

Public Events affecting Perception of Co-op in Community

- 5/18 Girl Scout troop from Central Point toured the Co-op.
- 5/30 SOCAN (Southern Oregon Climate Action Now) meeting: Food Production in an Era of Climate Change. Anne spoke on impact to retail.
- 5/31 City of Medford Health Fair. Halle and Patty staffed table.
- 6/3 BBB (Brews, Bluegrass & BBQ) very successful! It was the fourth year for this event and this year saw the highest attendance and revenue.

Significant Operational Changes

- A few staff changes: new part time cashier started last week. Two employees will be leaving soon. We have job postings for grocery assistant, cashier, deli assistant and café manager.

GM MONITORING REPORT

The June GM Monitoring Reports concerned Policy B6 (Staff Treatment). ***GM Carter*** submitted reports detailing interpretation, operational definitions, and supporting data. ***GM Carter*** is unable to

report compliance with Policy B6 due to an elevated workman’s comp rating (1.24, should not be more than 1.05). The elevated rating is less than it was a year ago (1.31), and is directly related to claims made prior to one year ago. **MFC’s** only recourse as of now is to maintain a safe and healthy working environment while waiting for the workman’s comp rating to drop from earlier claims. **GM Carter** is also non-compliant on sub-policy 1-a (third party review of employee manual) and sub-policy 1-b (written grievance policy). Concerning sub-policy 1-a: **GM Carter** plans to have a third party HR professional review the manual after the grievance policy is finalized and included. Regarding sub-policy 1-b: A committee has been formed and has met to begin a Cooperative Grievance Procedure, but the process is not as yet complete. Updates on sub-policy 1-b were requested in Dec., 2016; Feb., 2017; April, 2017; and June, 2017. **GM Carter** is requested to supply another update regarding the grievance procedure in Sept., 2017. Directors agreed to assign a “Moderate” severity indicator to non-compliance with Policy B-6.

RECURRING BUSINESS

Robin Simpson moved that **MFC BOD** elect the following officers for the 2017-2018 fiscal year: Pres., **Jim Sims**; Vice-Pres., **Kellie Hill**; Treasurer, **Kristi Schoenbachler**; Secretary, **Debi Boen**. The motion, which was seconded by **Patty Casebolt**, passed.

OLD BUSINESS

Annual Meeting Committee provided a written review of this year’s event. Notations were made concerning its successes, and suggested improvements for 2018.

MFC BOD noted that the June 17 workshop with Todd Wallace (of CDS Consulting Co-op) was informative and motivating. Directors particularly appreciated the involvement and contributions of CORE staff.

POLICY REVIEW

Consult the table below for monthly policy review.

2016-2017 POLICY REVIEW				
POLICY	1ST REVIEW	NOTES	2ND REVIEW	NOTES
B4	3/20/17	Add colon to #2	4/17/17	KH/JH motion; passed
D Global	3/20/17	Ok as-is		
D1	3/20/17	Ok as-is		
B5	4/17/17	Ok as-is		
D2	4/17/17	Ok as-is		
D3	4/17/17	Ok as-is		
C Global	*6/19/17	Change as recc, by CDS		KH/RS motion; passed
C1	*6/19/17	Change as recc, by CDS		KS/PC motion; passed
C2	*6/19/17	Change as recc, by CDS		RS/KS motion; passed
B6	6/19/17	Reword 1(b); elim. 1(b)1		PC/KH motion; passed
B9	7/17/17			
D4	7/17/17			
C3	8/21/17			
C4	8/21/17			

C5	8/21/17			
B3	9/18/17			
C6	10/16/17			
C7	10/16/17			
B7	11/20/17			
B2	12/18/17			
B Global	1/15/18			
B8	1/15/18			
C8	1/15/18			
A Global	2/19/18			
B1	2/19/18			
B2	2/19/18			

NEW BUSINESS

No new business at June meeting.

ADJOURNMENT

Patty Casebolt moved to adjourn the meeting at 7:06 p.m.; **Robin Simpson** seconded the motion, which passed. The next regular **MFC BOD** meeting is scheduled for Mon., July 17, at 5:30 p.m. at the law offices of **Pres. Jim Sims** (225 W. Main, Medford). Owners are welcomed and encouraged to attend. Please see below for an Action List and a Motion Synopsis.

Respectfully Submitted,

Debi Boen

Debi Boen

MOTION LIST 6-19-17			
MOTION	1st	2nd	PASS/FAIL
Approve 5-15-17 reg. minutes as sub.	Patty Casebolt	Kristi Schoenbachler	Pass
Approve 5-21-17 AM minutes as sub.	Kristi Schoenbachler	Patty Casebolt	Pass
“Moderate” severity level to GM B6	Kellie Hill	Patty Casebolt	Pass
MFC BOD 2017-2018 officers	Robin Simpson	Patty Casebolt	Pass
CGlobal; edit as recommended	Kellie Hill	Robin Simpson	Pass
C1; edit as recommended	Kristi Schoenbachler	Patty Casebolt	Pass
C2; edit as recommended	Robin Simpson	Kristi Schoenbachler	Pass
B6; edit as recommended	Patty Casebolt	Kellie Hill	Pass
Adjourn	Patty Casebolt	Robin Simpson	Pass

ACTION LIST, JUNE 2017		
TARGET DATE	ACTION	RESPONSIBLE PARTY
ASAP	write & distribute minutes; begin July agenda; update tracking spreadsheets; update MFC binder; update register; create policy reviews	Debi
7-17-17	Report requested re recruitment	Nominating Comm
7-17-17	Scheduled monitoring report B9	Anne