

Medford Food Co-op Board of Directors July 16, 2018

Present: Pres. Kellie Hill, Vice Pres. Patty Casebolt, Treas. Kristi Schoenbachler, Sec. Debi Boen, Fran Batzer, Roger Noyes, Verne Underwood

Staff Present: GM Anne Carter

REPORTS

The July, 2018 Medford Food Co-op Board of Directors (**MFC BOD**) meeting was called to order at 5:30 p.m. on 7/16/18.

Minutes of the 6/18/18 **MFC BOD** regular meeting were submitted; **Fran Batzer** moved to accept the minutes as submitted. **Kristi Schoenbahler** seconded the motion, which passed.

GM Carter submitted and presented her written report, with updates in the areas of finance, ownership, and public events. **MFC** added nine new owners in June, and there were two owner share redemptions.

Relevant Financial Information

June, 2018 sales were at \$442K, a 7.4% increase over June, 2017, 98% of budget. June 2nd Quarter financials have not yet been completed, and GM was unable to report other Cost of Goods Sold data. Café sales were \$45k, 10% of total sales, 107% of budget.

Public Events affecting Perception of Co-op in Community

- June 23 – RVTD Wellness Fair

Significant Operational Changes

- Current staff vacancies in both the store and The Café. Store position has been posted; Café position expected to be posted soon.
- Parking lot repair scheduled for July 19-21.
- Owner survey scheduled for September.

GM MONITORING REPORT

The July, 2018 GM Monitoring Report concerned Policy B9 (Emergency GM Succession). **GM Carter** submitted a report detailing interpretation, operational definitions, and supporting data. **GM Carter** reported compliance with Policy B9.

POLICY REVIEW

Consult the table below for monthly policy review.

2018-2019 POLICY REVIEW				
POLICY	1ST REVIEW	NOTES	2ND REVIEW	NOTES
B4	3/19/18	Ok as-is		
D Global	3/19/18	Ok as-is		
D1	3/19/18	Ok as-is		
B5	4/16/18	Ok as-is		
D2	4/16/18	Ok as-is		
D3	4/16/18	Ok as-is		
C Global	5/21/18	Ok as-is		
C1	5/21/18	Ok as-is		
C2	5/21/18	Ok as-is		
B6	6/18/18	Ok as-is		

B9	7/16/18	Ok as-is		
D4	7/16/18	Ok as-is		
C3	8/20/18			
C4	8/20/18			
C5	8/20/18			
B3	9/17/18			
B7	10/15/18			
C6	11/19/18			
C7	11/19/18			
B2	12/17/18			
B Global	1/21/19			
B8	1/21/19			
C8	1/21/19			
A Global	2/18/19			
B1	2/18/19			

OLD BUSINESS

The Café

- Currently in transition. **GM Carter** has been working closely with existing Café staff during this time, while a new Café manager is sought, and recommendations from recent Café consultation are implemented. Hours of The Café will temporarily be reduced to 7:00 a.m.-7:00 p.m.

New Board Member Orientation

- Scheduled with Todd Wallace.

Member Round Table Discussions

- Pres. Hill compiled and e-mailed resulting data to Directors, who are encouraged to bring data with them to the **Todd Wallace** board retreat/workshop on July 21.

RFP

- **GM Carter** continues to refine RFP (Request for Proposals). She has begun making preliminary contact with real estate brokers and believes the RFP will be finalized by the end of July. Site selection and research is targeted to begin in September.

GM Compensation

- Directors established a Task Force to develop and define a process for determining GM compensation. This project should begin in September, and be complete by May, 2019, so that Directors are able to utilize process at **GM's** next contract renewal. **Verne Underwood** was named Chairman of this Task Force; he will be assisted by **Fran Batzer**.

NEW BUSINESS

Finance Committee

- The Finance Committee will have its next quarterly meeting on Aug. 16. **Roger Noyes** will attend as an invited guest.

Strategic Points of Difference

- **GM Carter** e-mailed each Director a review of Harold Lloyd's recent "How to Remain Relevant" presentation at the National Grocers Association Show. **MFC CORE** staff has considered the document and agreed upon "5 Strategic Points of Difference", or areas in which **MFC** strives to be the best. Those areas include: the freshest foods; the most community connected; the most knowledgeable staff; a great place to work; and the most socially responsible/environmentally

friendly. Directors are encouraged to study the document as well, and come prepared to discuss at the July 21 **Todd Wallace** board retreat/workshop.

2018-2019 Board Budget

- **Treasurer Kristi Schoenbachler** discussed the preliminary 2018-2019 Board Budget. A final Board Budget will be submitted for approval at the August meeting.

ADJOURNMENT

At 7:16 p.m., **Patty Casebolt** moved to adjourn the meeting; **Verne Underwood** seconded the motion, which passed. The next regular **MFC BOD** meeting is scheduled for Mon., August 20 at 5:30 p.m. The August meeting will be held in the conference room at Medical Eye Center (1333 E. Barnett, 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 7-16-18			
MOTION	1st	2nd	PASS/FAIL
Approve 6/18/18 minutes as submitted	Fran Batzer	Kristi Schoenbachler	Pass
Adjourn	Patty Casebolt	Verne Underwood	Pass

ACTION LIST, JULY 2018		
TARGET DATE	ACTION	RESPONSIBLE PARTY
ASAP	Print June GM reports; update official binder; write & distribute July minutes; begin Aug. agenda; update tracking spreadsheets; create policy review, e-mail asstd. reports to Directors; e-mail Halle	Debi
Pending Audit recommendation	Resolution amendments	All
8/16/18	Finance Committee	Comm. + Roger
8/20/18	Monitoring Report: B1 (Financial)	Anne
8/20/18	Policy Reviews: C3, C4, C5	All
8/20/18	Submit Board Budget for Approval	Kristi
8/20/18	Submit final RFP	Anne
8/20/18	Submit audit report	Anne
September	Begin GM Compensation process	Verne, Fran
Before 2019 Annual meeting	Propose Bylaw change, 8.1	Someone