

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

**Absent:** Fran Batzer

**Staff Present:** GM Anne Carter

**REPORTS**

The July Medford Food Co-op Board of Directors (**MFC BOD**) meeting was called to order at 6:00 p.m. on 07-18-16.

Minutes of the 06-20-16 **MFC BOD** meeting were submitted; **Kellie Hill** moved to accept the minutes as submitted. **Patty Casebolt** seconded the motion, which passed.

Minutes of the 05-22-16 Medford Food Co-op Annual Meeting were submitted; **Kristi Schoenbachler** moved to accept the minutes as submitted. **Kellie Hill** seconded the motion, which passed.

Financial reports submitted included Profit & Loss (April-June 2016), the Jan.-June 2016 Budget vs. Actuals, and the June 30, 2016 Balance Sheet. June sales were at \$386K, 104% of budget and an 11% increase over June, 2015. Expenses were at \$109K, or 98% of budget. Net operating income for June was \$36k, 313% of budget (this is unusually high due to a 2<sup>nd</sup> quarter inventory adjustment; YTD is only 125% of budget). **Treasurer Kristi Schoenbachler** noted that the Finance Committee will continue to meet throughout deli development, but there is a desire to develop more thorough financial knowledge and understanding on the full board. **Pres. Jim Sims** agreed that one of his goals is to include some financial basics as part of the orientation for new board members. **Schoenbachler** and **GM Carter** are currently working on the 2017 Board Budget, which will be submitted at the August meeting; a YTD Budget vs. Actuals report for the 2016 Board Budget was distributed.

There was no President's Report or Owner's Forum at the June meeting.

**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 9 new owners in June, and there were 2 owner share redemptions. Deli update: Nothing new to report. The "Fifth Anniversary Celebration" will be at the Co-op on Sat., October 8, from 2-5 p.m. There will be music, food samples from vendors, and other activities. The Annual Report was e-mailed to owners at the end of June, and a newsletter was recently sent. There were many outreach activities in June; during July, **MFC** will participate in the Rogue Valley Food System Network exhibit at the Jackson County Fair. CORE staff continues to stay on top of personnel changes at the store. **Patty Turk**, Bulk Dept. lead, will now also be heading the Wellness Dept.; one of the cashiers is being trained to assist Patty in the Bulk Dept.

**GM MONITORING REPORT**

The July GM Monitoring Reports concerned Policy B9, Emergency GM Succession. **GM Carter** submitted reports detailing interpretation, operational definitions, and supporting data. In the case of the GM becoming unable to complete her duties, each of the CORE managers has designated areas of responsibility; those were also detailed in the report. **GM Carter** reports compliance with this policy.

**OLD BUSINESS**

After discussion, **Kellie Hill** moved that **MFC** not, at this time, open a line of credit at our new bank (Rogue Credit Union), instead opening a VISA business credit card to have in reserve for emergencies. **Patty Casebolt** seconded this motion, which passed.

A 10-Year Vision Statement was distributed at the May meeting. **Patty Casebolt** moved to approve this statement after amendments, which include adding the word "affordable", and changing two commas to semi-colons. **Kellie Hill** seconded this motion, which passed. The final 10-Year Vision Statement is printed below:

## Our 10 Year Vision Narrative

Our ten year vision positions Medford Food Co-op as a community leader in the local food system, cooperative enterprise, nutrition and health education, and employment. We envision continued support and growth of local farms and food producers; an expanded local food distribution system to make affordable local, organic food readily available to all residents of the Rogue Valley; and a strong community donation/grant program to encourage and promote businesses and organizations with compatible goals and ends.

### POLICY REVIEW

Consult the table below for monthly policy review.

<b>2016-2017 POLICY REVIEW</b>				
<b>POLICY</b>	<b>1<sup>ST</sup> REVIEW</b>	<b>NOTES</b>	<b>2<sup>ND</sup> REVIEW</b>	<b>NOTES</b>
B6	6/20/16	reconsider @ July mtg; check emp. Handbook for grievance policy	7/18/16	Policy ok as written; <u>adjust store handbook as needed by 12/19/16 (motion Kellie Hill, second Patty Casebolt; Pass)</u>
B9	7/18/16	Ok as-is		
C Global	6/20/16	Ok as-is		
C1	6/20/16	ok; add reference to vision statement when approved		
C2	7/18/16	Delete highlights, extraneous notes		

### NEW BUSINESS

Directors agreed to post the Policy Register on the **MFC** website (motion, **Kristi Schoenbachler**, second, **Patty Casebolt**). As the Policy Register is a living document that changes frequently, we will discuss posting/updating requirements with **Marketing Manager Halle Riddlebarger**, and make updating determination at the August meeting.

### ADJOURNMENT

**Kellie Hill** moved to adjourn the meeting at 7:18 p.m.; **Patty Casebolt** seconded the motion, which passed. The next regular **MFC BOD** meeting is scheduled for Mon., August 22, at 6:00 p.m. at the law offices of **Pres. Jim Sims** (225 W. Main, Medford). **PLEASE NOTE THAT THE AUGUST MEETING HAS BEEN RESCHEDULED.** Members-owners, staff, and the public are welcomed and encouraged to attend; snacks available. The Finance Committee will meet before the August 15 full Board meeting. Please see below for an Action List and a Motion Synopsis.

Respectfully Submitted,

*Debi Boen*

Debi Boen

<b>ACTION LIST</b>		
<b>TARGET DATE</b>	<b>ACTION</b>	<b>RESPONSIBLE PARTY</b>
ASAP	write & distribute minutes; begin August agenda; update tracking spreadsheets; update MFC binder; update register	Debi
08-22-16	Scheduled monitoring reports B1, Financial Condition; A, ends	Anne
12-19-16	Rework employee handbook, grievance policy	Anne
ASAP	Open VISA bus CC, RCU	Anne
Prior to 08-15-16	Meet to discuss financials	Anne, Kristi

<b>MOTION LIST 07-18-16</b>			
<b>MOTION</b>	<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>	<b>PASS/FAIL</b>
Approve 06-20-16 minutes as submitted	Kellie Hill	Patty Casebolt	Pass
Approve 05-22-16 Annual Mtg minutes as submitted	Kristi Schoenbachler	Kellie Hill	Pass
Amend/approve 10-Year Vision Narrative	Patty Casebolt	Kellie Hill	Pass
Make C2 policy changes	Kellie Hill	Kristi Schoenbachler	Pass
Update employee handbook to comply with policy B6 (by 12/19/16)	Kellie Hill	Patty Casebolt	Pass
Add Policy Reg to website	Kristi Schoenbachler	Patty Casebolt	Pass
No Line of Credit, add Visa bus CC	Kellie Hill	Kristi Schoenbachler	Pass
Adjourn	Kellie Hill	Patty Casebolt	Pass