

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

Absent: Pres. Jim Sims, Fran Batzer

Staff Present: GM Anne Carter

Guest Present: Bill Hatch

REPORTS

The June Medford Food Co-op Board of Directors (***MFC BOD***) meeting was called to order at 6:00 p.m. on 06-20-16.

Minutes of the 05-16-16 ***MFC BOD*** meeting were submitted; ***Patty Casebolt*** moved to accept the minutes as submitted. ***Kristi Schoenbachler*** seconded the motion, which passed.

Minutes of the 05-16-16 ***MFC BOC*** Executive Session were submitted; ***Kristi Schoenbachler*** moved to accept the minutes as submitted. ***Patty Casebolt*** seconded the motion, which passed.

Financial reports submitted included Profit & Loss (March-May 2016), the Jan.-May 2016 Budget vs. Actuals, and the May 31, 2016 Balance Sheet. May sales were at \$391K, 98% of budget and a 4% increase over May, 2015. Expenses were at \$109K, or 103% of budget. Net operating income for May was \$17k, 62% of budget. While Budget vs. Actual income and expense numbers are not good for the month of May, ***GM Anne Carter*** believes sales were short primarily due a recent suspension of ***MFC's*** ability to accept Oregon Trail SNAP cards (clerical error; access was reinstated May 13), and expects the second quarter to finish very close to projections. ***Treasurer Kristi Schoenbachler*** noted that at the finance meeting, there was discussion regarding recent changes to the Fair Labor Standards Act (***FLSA***), regarding overtime pay. ***GM Carter*** has yet to determine how these changes will impact ***MFC***.

There was no President's Report or Owner's Forum at the May 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 28 new owners in May, and no owner share redemptions. Deli update: Met with Rod Manning June 1st to review equipment list. He'll finish rough out plan by this week and send it to Batzer. Michael LeTourneau, chief estimator for Batzer, has been out several times, and he's getting pricing from subcontractors. The number of transients passing through Medford increases during the summer. We are experiencing an increase in shoplifting and petty crime in our part of town. August 11 is the "true" 5th anniversary of the opening of ***Medford Food Co-op*** doors. Staff discussion at Marketing & Outreach meetings regarding a "Fifth Anniversary Celebration"- staff suggests a Saturday afternoon celebration in early October. A large tent with vendor food samples, music, et cetera, will be erected in the back parking lot.

Public Events affecting Perception of Co-op in Community:

- 5/25 Co-op Movement Committee meeting at AFC - All four Rogue Valley Co-ops are supportive of continuing development of the Rogue Valley Co-op website. We have scheduled a 9/15 presentation at one of SBDC's weekly Lunch, Learn, Launch gatherings.
- 6/8 Rogue Valley Food System Network meeting highlights: a coordinator has been hired. Vincent Smith of SOU presented the 2015 Rogue Valley Growers Economic Assessment that is a comprehensive survey of what is being grown and sold in the valley.
- 6/1 City of Medford Health Fair - We had a table with info & samples. Halle reported good interest among the 200 city employees attending.
- 6/4 Brews, Bluegrass & BBQ - Thrive fundraising event at Roxy Ann. We hosted a kids' activity. Fewer kids, and booths were more spread out than last year's event, but still was good to participate.
- 6/15-21 Meat Week promotional event at the Co-op with special emphasis on our local meat products. Meat samples and sales throughout the week.

There is one new staff member addition (produce dept.) this month. In an update of Policy B5, ***Carter*** noted that recording of customer comments in a log has now been assigned to a specific cashier.

GM MONITORING REPORT

The June GM Monitoring Reports concerned Policy B6, Staff Treatment and Compensation. **GM Carter** submitted reports detailing interpretation, operational definitions, and supporting data. Although **GM Carter** was still unable to report compliance with Policy B6 due to an elevated workman's comp rating (1.31, should be not more than 1.05), the elevated rating is less than it was a year ago (1.41), 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 these earlier claims. Directors agreed to assign a "Low" severity indicators to non-compliance with this policy.

OLD BUSINESS

The following **MFC BOD** Directors were elected at the May 22, 2016 Annual Meeting: **Kellie Hill**, 1-yr. seat (expires 2017 -- also expiring in 2017 is the currently vacant seat); **Jim Sims** and **Kristi Schoenbachler**, 3-yr. seats (expire 2019).

Policy changes discussed at the May, 2016 **MFC BOD** meeting were submitted for approval;

- Add "in accordance with Section 4.4 of the Bylaws" to C5, #5
- D4, General Manager Evaluation Protocol. Add to #6, "to be presented at the March meeting". Eliminate final sentence from #8 ("At this meeting, the GM will also present his or her prepared annual report (self-evaluation).")

Patty Casebolt moved that Policy C5 and Policy D4 be updated as submitted and integrated into the Policy Register; **Kristi Schoenbachler** seconded the motion, which passed.

The Annual Meeting Committee reported that turnout was low this year, most likely due to inclement weather on the day of the picnic. Many more tickets were distributed at the store level than the number of people who actually attended.

At the election of **MFC BOD** officers, **Kellie Hill** moved that the officers be as follows: **President, Jim Sims; Vice President, Kellie Hill; Secretary, Debi Boen; and Treasurer, Kristi Schoenbachler. Kristi Schoenbachler** seconded the motion, which passed.

Directors agreed to change the format of the Quarterly Social. The next quarterly social will be held from 4:00-6:00 p.m. on August 4 at the store (945 S. Riverside, Medford). All Directors are invited to attend; this will be a time of Director presence and interaction at the store level.

POLICY REVIEW

Consult the table below for monthly policy review.

2016-2017 POLICY REVIEW				
POLICY	1ST REVIEW	NOTES	2ND REVIEW	NOTES
B6	6/20/16	reconsider @ July mtg; check emp. Handbook for grievance policy	7/18/16	
C Global	6/20/16	Ok as-is		
C1	6/20/16	ok; add reference to vision statement when approved		

NEW BUSINESS

Resolution 2016-0001 was proposed by **GM Anne Carter** (establish checking and money market accounts with Rogue Credit Union – as printed below). **Debi Boen** moved that Resolution 2016-0001 be approved; **Patty Casebolt** seconded the motion, which passed.

Resolution No. 2016-0001

Adopted: June 20, 2016

Medford Food Co-op Board of Directors

SUBJECT: Establishing a Checking Operating Account and Money Market account with Rogue Credit Union.

WHEREAS, the Board of Directors desires to establish a Checking Operating Account and Money Market account with Rogue Credit Union and name the people authorized to sign for Medford Food Co-op,

NOW, THEREFORE, BE IT RESOLVED, this 20th day of June, 2016, to authorize Anne Carter, general manager, and James Sims, board president as signatories on all accounts established at Rogue Credit Union for Medford Food Co-op.

NOW, THEREFORE, BE IT RESOLVED, this 20th day of June, 2016, to authorize in addition to Anne Carter and James Sims, the following people as signatories on the Checking Operating Account:

- Kristi Schoenbachler, Board Treasurer
- James Breedlove, Front End Manager
- Roger Noyes, Grocery Manager
- Halle Riddlebarger, Marketing Manager
- Steve Swader, Produce Manager

IN WITNESS WHEREOF, I, Deborah Boen, do hereby certify that the above is a true and correct copy of a resolution adopted at the meeting of the Board of Directors of the Medford Food Co-op on the 20th day of June, 2016, at which a quorum was present and voted.

Deborah Boen, Board Secretary

At the May 14 Todd Wallace workshop, Directors and staff were charged with the formulation of a “vision statement”, based on insights gained at the workshop. **GM Carter** submitted a tentative statement (as written by **Marketing Manager Halle Riddlebarger**). Directors will consider the statement and come to the July meeting prepared to adopt or amend.

ADJOURNMENT

Kellie Hill moved to adjourn the meeting at 7:19 p.m.; **Debi Boen** seconded the motion, which passed. The next regular **MFC BOD** meeting is scheduled for Mon., July 18, at 6:00 p.m. at the law offices of **Pres. Jim Sims** (225 W. Main, Medford). Members-owners, staff, and the public are welcomed and encouraged to attend;

snacks available. The Finance Committee will meet before the July 18 full Board meeting. Please see below for an Action List and a Motion Synopsis.

Respectfully Submitted,
Debi Boen
 Debi Boen

ACTION LIST		
TARGET DATE	ACTION	RESPONSIBLE PARTY
ASAP	write & distribute minutes; begin July agenda; update tracking spreadsheets; update MFC binder; update register	Debi
07-18-16	Scheduled monitoring report B9, GM Succession	Anne
07-18-16	Check employee handbook, grievance policy	Anne
07-18-16	Research minutes; Policy register on website?	Anne/Debi
Prior to 07-18-16	Meet to discuss financials	Anne, Kristi
Prior to 07-18-16	Consider proposed vision statement	All Directors

MOTION LIST 06-20-16			
MOTION	1st	2nd	PASS/FAIL
Approve 05-16-16 minutes as submitted	Patty Casebolt	Kristi Schoenbachler	Pass
Approve 05-16-16 Exec Session minutes as submitted	Kristi Schoenbachler	Patty Casebolt	Pass
Elect BOD officers	Kellie Hill	Kristi Schoenbachler	Pass
Approve C5, D4 policy changes	Patty Casebolt	Kristi Schoenbachler	Pass
Approve resolution	Debi Boen	Patty Casebolt	Pass