

## Medford Food Co-op Board of Directors      November 20, 2017

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

**Staff Present:** GM Anne Carter

### REPORTS

The November Medford Food Co-op Board of Directors (**MFC BOD**) meeting was called to order at 5:30 p.m. on 11/20/17.

Minutes of the 10/16/17 **MFC BOD** regular meeting were submitted; **Robin Simpson** moved to accept the minutes as submitted. **Fran Batzer** seconded the motion, which passed.

Financial reports submitted included Profit & Loss (August-October 2017), the Jan.-October 2017 Budget vs. Actuals, and the October 31, 2017 Balance Sheet. October sales were at \$404K, 96.6% of budget and a 7% increase over October, 2017. Operating expenses were at \$122K, or 109% of budget. Net operating income for October was \$15K, 109% of budget. **GM Carter** also noted that each month, we are paying for the work that was completed that month on the café project; during October, over \$31,000.00 in construction and equipment costs were paid.

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 72 new owners in October, and there were two owner share redemptions. Additional updates:

#### Café update:

- Café opened on Monday, 11/13.
- Hot/cold bar was completed last week. Health inspector will inspect it on 11/20. We need to hire another prep person before opening it.
- Board social on 11/16 was well attended.
- We have already started to promote the Café and will increase promotions after Thanksgiving.
- Remaining: complete seating area, dampen noise from hood (may just need adjustment), set up WiFi, railing around rooftop equipment, fence around HVAC compressors.

#### Public Events affecting Perception of Co-op in Community

- 10/26 Anne attended Learning Connection Summit focused on healthy food and nutrition in schools and after-school programs.
- 11/7 Visit from Dave Olson, head of NCG Co-op Development.
- 11/9 Head Start class did tour of store.
- 11/11-12 and 11/18-19 Wine, Pie & Cheese Tastings in the store have been popular.

#### Significant Operational Changes

- A bulk lead position has become available, and is being filled internally. There is a qualified applicant for another lead vacancy (wellness dept.).

### GM MONITORING REPORT

The November GM Monitoring Reports concerned Policy B7 (Communication to the Board). **GM Carter** submitted reports detailing interpretation, operational definitions, and supporting data. **GM Carter** reported compliance with all parts of this policy.

In an update of Policy B6 (Staff Treatment), **GM Carter** noted that in its review of the proposed Grievance Policy, CORE staff suggested some changes. A further update will be offered on or before the **MFC BOD** meeting of 2/19/18.

## OLD BUSINESS

**Pres. Jim Sims** asks Directors to review August, 2017 Executive Session minutes, and to be prepared for continued discussion at the December meeting.

## 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>
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	Ok as is		
D4	7/17/17	Ok as is		
C3	8/21/17	Change as recc. by CDS		RS/KS motion; passed
C4	8/21/17	Change as recc. by CDS		KH/RS motion; passed
C5	8/21/17	Change as disc. @ mtg.		KH/RS motion; passed
B3	9/18/17	Ok as is		
C6	10/16/17	Ok as-is		
C7	10/16/17	Ok as-is		
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			

## NEW BUSINESS

**Fran Batzer** will write the **MFC BOD** article for the next **MFC** newsletter (due December 1).

Due to personal time constrains, **Robin Simpson** is resigning from the **MFC BOD**, effective at the end of this meeting. The Nominating Committee will talk to individuals who have shown an interest in joining the board, and report back to the full board at the December meeting.

## **ADJOURNMENT**

At 6:50 p.m., **Fran Batzer** moved to adjourn the meeting; **Robin Simpson** seconded the motion, which passed. The next regular **MFC BOD** meeting is scheduled for Mon., December 18, 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

<b>MOTION LIST 11-20-17</b>			
<b>MOTION</b>	<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>	<b>PASS/FAIL</b>
Approve 10/16/17 reg. minutes as submitted	Robin Simpson	Fran Batzer	Pass
Adjourn	Fran Batzer	Robin Simpson	Pass

<b>ACTION LIST, NOVEMBER 2017</b>		
<b>TARGET DATE</b>	<b>ACTION</b>	<b>RESPONSIBLE PARTY</b>
ASAP	write & distribute minutes; begin Dec. agenda; update register, update tracking spreadsheets; create policy reviews, e-mail asstd. reports to Directors	Debi
12/18/17	Scheduled Dec monitoring report B2	Anne
12/18/17	2018 Marketing; MFC BOD newsletter	Anne/Halle
12/18/17	Read Aug. 2017 ES minutes	All
12/18/17	Bring PG Register to meeting for discussion of Bylaws	All
12/18/17	Robin replacement; 2018 election	Nom Comm