



**North Coast Co-op
Board of Directors Meeting Minutes
July 6, 2017 – Ten Pin Building – 793 K Street, Arcata**

Present at meeting:

Board: Mary Ella Anderson, Ed Smith, Leah Stamper, James Kloor, Cheri Strong, Robert Donovan

Staff: Melanie Bettenhausen, Emily Walter, Laurie Talbert, Michelle Sanders, Austin Wright, Travis Morgan, Courtney Augustus, Jason Davenport, Vince Graves-Blandford, Lauren Fawcett

Member-owners: Lisa Blandford

1. WELCOME

Meeting was called to order at 6:02pm by Leah Stamper at the Ten Pin. Participants introduced themselves.

2. AGENDA REVIEW

MOTION: Approve the July Board agenda.

Approved by consensus, Motion passes

3. APPROVAL OF THE MINUTES

MOTION: Approve the June 2017 board meeting minutes.

Approved by consensus, Motion passes

4. MEMBER COMMENT PERIOD

Austin has questions about the no slip shoe policies. He likes the policy but is worried that the shoe quality is poor from the company that is being used to purchase shoes from. Austin will take his concern to management and if can't be resolved there, he will bring it back to the board.

5. BOARD PRESIDENT REPORT - Reported by Leah Stamper

Board Correspondence:

- The group enjoyed the stories shared by John Corbett. No response is needed.

Board retreat assignments/form committees:

- Some pre-work needs to be complete prior to the August 31st strategic planning meeting. Three committees have been formed to complete specific tasks. Each committee should be composed of at least two board members and three managers.
- **ACTION:** Emily will create doodle polls for each committee to set-up meeting dates.
- Each committee will need a lead to help lead the conversation when the committee meets.
- There are templates available from previous strategic planning documents to help with the assignments.

6. RACIAL EQUITY STATEMENT – Reported by Cheri Strong

Melanie, James and Cheri met several times over the last month to revise the racial equity statement.

- Melanie suggests cleaning up duplicate language in the italicized section at the bottom of the page and change the email address to GM@northcoast.coop.
- Courtney recommends removing the language about passively listening and keeping the statement positive.
- Vince worries that the proposed statement sounds like we are being champions or saviors which could be interpreted negatively.
- It was decided that the wording will be revised during the board meeting break and brought back for a vote tonight.

7. COMMITTEE REPORTS/MOTIONS

7a. MEMBER ACTION COMMITTEE – Reported by Mary Ella

The committee is starting to plan the Annual Membership Meeting, as well as planning another Movie Night in October. The October movie night will also serve as a place to meet the board candidates.

7b. NOMINATING COMMITTEE– Reported by Ed Smith

As of this afternoon, no employee applications have been received. Applications are due tomorrow by 9pm. Next weeks NC meeting will review all employee applications.

7c. POLICIES & PROCEDURES COMMITTEE

The board reviewed proposed changes to update the Board Policy Manual.

MOTION: Approve updates to Board Policy Manual as shown in the Board Policy Manual update attachment to these minutes.

Leah/Ed, Motion passes (6/0/0)

(20 MINUTE BREAK)

6. RACIAL EQUITY STATEMENT - Revisited

The group reviewed a revised statement that was created during the break.

MOTION: Approve the racial equity statement as amended (attached to these minutes).

Cheri/Ed, Motion passes (6/0/0)

The board would like the racial equity statement available to the public as soon as possible.

The co-op is signed up to host a North Coast Racial Equity Alliance group meeting. Michelle would like staff to meet first to organize an agenda for the meeting and then set a date for the meeting.

- ACTION: Michelle will work with Mary Ella to decide on a date for the meeting.

7d. EARTH ACTION COMMITTEE - Reported by Leah Stamper

The committee discussed wanting to be more involved with Zero Waste Humboldt and the City of Arcata. The committee also talked about a plan for zero waste at board and committee meetings.

MOTION: Direct staff (Kiya Villarreal) to work with the city of Arcata and their Zero Waste plan.

Leah/James, Motion passes (6/0/0)

7E. FINANCE COMMITTEE

MOTION: Approve FY18 second quarter C share dividend APR at 2.00%.

Mary Ella/Cheri, Motion passes (6/0/0)

8. GENERAL MANAGERS REPORT MAY 2017 - Reported by Melanie, highlights include:

Remodel

- Melanie: Working on pairing down equipment list for the remodel
- Lauren: management is always thinking about how to be adaptable and make good changes now, during the remodel and following the remodel

Finances

- Melanie: we are in an odd spot right now, trying to make sense of what is happening with sales this year. This is the first time in several years that there has been such a slump in sales during the summer. It will be interesting to hear back from the Visitors Bureau to see what statistics they gathered from this summer's tourist season.
- Brandy did a great job getting the insurance claim out quickly, to cover the costs of the refrigeration break-down. This was helpful for cash flow.

Inventory

- Mary Ella mentioned the importance of counting all receiving to make sure we aren't getting shorted.
- The most recent inventory was skipped because the inventory company fell through shortly before the time it was needed. Management is communicating with the auditors about this. Alisha is working hard to find an auditing company that can meet the Co-op's needs.
- Jason mentioned that they are developing a back-up inventory plan in case this happens again and we need an in-house team to complete the inventory. The plan will include details about how many employees, time and cost to do the inventory ourselves. In-house inventory should be okay with quarterly inventories, but not the audited inventory. This will be double checked with the auditors.

Misc.

- The warehouse position is transitioning from casual to part-time and will assist with the remodel.
- Coffee with the Captains at the Eureka store on July 18th. All are invited to attend.
 - o Eureka police department recently added 9 new deputies.
- Lauren reported lots of hiring in prepared foods. Morale is steadily improving.
- The board likes the updated board/committee staff liaison job description.
- The board approves of Melanie signing a United Nations statement in support of the Paris Climate Agreement

MOTION: Approve the May 2017 General Manager's report.

James/Leah, Motion passes (6/0/0)

11. MEMBER COMMENT PERIOD

Leah would like to have tags that say, "this item is available in bulk." This would be especially helpful when a person only needs a small amount of an item and can get it in bulk instead of buying a larger container of an item. A comprehensive bulk inventory list on the website and in-store would also be helpful.

12. NEW BUSINESS (ITEMS FOR NEXT AGENDA):

- Final audit

Consensus reached to adjourn the July 6, 2017 meeting at 7:56pm and move into Executive Session.

Minutes by Emily Walter



North Coast Co-op
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Executive Session Minutes
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Board: Mary Ella Anderson, Ed Smith, James Kloor, Leah Stamper, Cheri Strong, Robert Donovan

Approved guests: Melanie Bettenhausen

No reportable action this month

Executive session ended at 8:25pm

Reported by President, Leah Stamper