



Board of Directors Monthly Meeting

Wednesday 4/22/2020, 5:35 – 6:30 pm

Location: Due to Coronavirus emergency, this was a virtual meeting via Zoom

Board Members present: Amanda Qualls, Darin Short, Phyllis Miller, Denise Diener (had to leave at 6:30), Sherri Kirchner, Clayton Miller, Mark Seeley

Absent: Rose Shetler

Staff present: Brad Alstrom

1. **OPENING ACTIVITIES** (5:35 pm)

- There was a reading of our “Ends”
- Check-In: “Are we prepared to act on everything before us?” Also checked in for how everyone is doing during this Covid19 emergency
- Declaration of quorum

2. **GM REPORT** (5:40 pm)

- Brad gave a verbal GM report including the following:
 - Staffing report
 - Applied for the Payroll Protection Program
 - Financial trends: Cash is good! Increased equity with new memberships. Using application on-line
- Continuing curbside pickup
- Challenges remain as social distancing continues. Staff doing well at adapting and adhering to requirements.
- Although unable to do the scheduled Policy Monitoring reports right now, financial reports will continue. Amanda is working with Brad to modify the monitoring schedule.
- New Member Program scheduled to roll out in March, has been delayed. Date not yet confirmed, potentially mid-May. Looking at modifications to be an event rather than a full day or week as planned earlier.
- NCG Annual Meeting was virtual (without Covid19, Brad would be in San Diego now!)
 - Equity payment to NCG will be paid in the next few weeks
 - NCG eliminated the “Associate Memberships”. Now only full memberships.
- Revised processes for the Deli and Bulk sections needed to adhere to CDC and Health Dept requirements. May need more revisions in the future.
- Projects:
 - Grocery shelving will be delayed
 - Refrigerator Cases – continuing to get quotes. Will submit request to the board. This will include 10 cases!
 - Parking lot: Resurface our spaces and help with neighbor’s lot as we will be able to use several spots there.
 - Street Project is moving forward. Scheduled to be completed in a few weeks. Main Street will be closed for several weeks. Customers will be re-routed to use the alley behind the store and perpendicular parking.
- Economy: As the state of the economy evolves, may have a positive or negative impact on

- sales. Many “what ifs”. Review “Coop Basics”.
 - Inventory count being done at the end of April may impact financials including Gross Margin.
 - No staff has tested positive thus far. If it does occur, Brad will immediately check with ECHD for guidance.
 - Brad has reinforced his GM Succession plan with Chris and Gretchen. Should Brad need to be quarantined, he is set to work from home. Should he become ill, Chris and Gretchen will be able to step in to keep operations going.
3. **POLICY GOVERNANCE** - Reports will be postponed. Amanda and Brad will be working on tentative plans to reschedule. Will restart board monitoring reports in May.
4. **Additional Agenda Items: (6:15 pm)**
- Annual Meeting will be postponed
 - Plan a virtual event and want time to plan and do it right
 - There are 2 existing board positions that would be open (Sherri for election after appointment last year, and Phyllis will be completing final term), will plan to extend these two positions for an additional quarter until elections can occur. Continue plans to fill an additional position with next election to bring number of board members to 9.
 - Action Items from last meeting:
 - G.7 Board Meetings was revised to include virtual meetings. Motion (SK) & second (CM). No further discussion. Vote 7/0/0 motion passes.
 - Will move March Minutes approval to May meeting.
 - **Current action items:**
 - **Brad or Phyllis will scan the signed NCG agreement copy into Dropbox**
 - **Phyllis will update master policy register with changes to G.7**
 - Thanking Staff: The Board asked if there is something the board could do for staff. Suggestion to offer a meal to be delivered on Tuesday or Friday (truck days) would be great!
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5. **Upcoming events/dates:**
- May board meeting: May 27, 5:30 pm
 - June board meeting: June 24, 5:30
6. **Meeting Adjourned (6:30)**

Minutes submitted for board approval by Phyllis Miller, Secretary

Phyllis Miller

04/24/20