

**MINUTES**  
**QUINCY NATURAL FOODS CO-OP BOARD OF DIRECTORS**  
**REGULAR MEETING**

January 15, 2019

**Time:** 4:56 pm meeting called to order by Julie Hochrein, board president

**Location:** Quincy Natural Foods Co-op White House

**Board members present:** Julie Hochrein, Jennifer Ready, Rachel Bauer, Gia Martynn, Vanessa Vasquez and Chris Anderson

**Board members absent:** Susan Wilson, due to inclement weather

**Minutes taken by:** Marcie Wilde

**Also present:** Andrea Wilson, GM, Meredith Hayes, Finance Manager

**Welcome guests:** Amy Napoleon, David Leland Hyde, Diane McCombs

**Open Forum/Announcements:** Julie welcomed all guests to the meeting and did a round of introductions.

**Approval of January 15<sup>th</sup>, 2019 Agenda:** Rachel motioned to approve, Chris seconded. Agenda approved unanimously with no changes.

**Approval of November 27<sup>th</sup>, 2018 Minutes:** Gia motioned to approve, Jen seconded. Minutes were approved unanimously.

**Board Education:**

- Julie reminded everyone about the Co-op Café, Julie, Rachel, Vanessa and Gia will attend on Feb. 16<sup>th</sup> in Sacramento. Marcie may attend also.

**Board Election Update:**

- Gia thanked all board members for reaching out to potential board candidates. She also thanked the three potential board candidates that attended the orientation today.
- Gia suggested that the final tally be available by April 7<sup>th</sup>. She will modify the board election timeline paperwork.
- Next Scoop newsletter deadline for materials is March 1<sup>st</sup>. We may hold off on the April 1<sup>st</sup> *print* deadline for one week to include the candidates that were voted in. The June 1<sup>st</sup> deadline for July-August will include the full bios of the new board members.

## **Manager's Report:**

The general manager's report for November and December 2018 was discussed and the board accepted the report.

## **Old Business:**

- **By-Laws Final Review:**
  - The policy committee had to postpone their last meeting, they plan to edit some of the content, and possibly have it legally reviewed.
- **Staff Meeting Reports, Nov. 29<sup>th</sup> and Dec. 12<sup>th</sup>:**
  - Rachel went to the Portola store meeting on Nov. 29<sup>th</sup> and shared her notes.
  - Gia went to the Quincy store meeting on Dec. 12<sup>th</sup> and shared her notes.
- **Mission Statement:**
  - Rachel motioned to approve the mission statement to include the word *local* after the word *quality*. Julie seconded the motion. The changes were approved unanimously. Jen will make official changes to the by-laws.
- **Purchasing Policy Review:**
  - Jen reviewed the policy and asked for feedback. A discussion was held and there was opportunity to share ideas and concerns.

## **New Business:**

- **3<sup>rd</sup> Quarter Finance Statements:**
  - Rachel motioned to approve the 3<sup>rd</sup> quarter finance statements. Julie seconded. The 3<sup>rd</sup> quarter finance statement was approved unanimously.
- **Next Staff Meetings:**
  - The next Portola staff meeting has not been set yet.
  - The next Quincy all-staff meeting is March 13<sup>th</sup> at 2pm.
- **Committee Charters and Calendars:**
  - Julie asked if any committee chairs had questions or concerns about their charters and calendars. There was confusion about the wrong Dropbox information. All committee chairs will check for current charters.

- **Board Self Evaluations:**
  - Board development committee met on January 7<sup>th</sup>. Gia will set up a link for board members to use for online board self-evaluations. Board evaluations are due back at the end of January.
  
- **Dropbox:**
  - Chris suggested fixing the crossover issue with Main Market's Dropbox. There is conflicting and confusing information. A password change was also recommended. Andrea will contact Lucinda to discuss the Main Market content on our Dropbox.

### **Committee Reports:**

- **Board Development:**
  - Met on January 7<sup>th</sup>. Next meeting is scheduled for February 11<sup>th</sup> at 11:00am.
- **Membership:**
  - Met on January 8<sup>th</sup>. Next meeting is scheduled for February 6<sup>th</sup> at 10:30am. Annual meeting is potentially set for Saturday, June 1<sup>st</sup>. A change to the format was discussed. A change to the date was suggested. Vanessa will write an article for the April-June scoop.
- **Finance:**
  - Met on January 10<sup>th</sup>. Next meeting TBA.
- **Policy:**
  - No meeting was held. Next meeting TBA.
- **Executive:**
  - Met on January 14<sup>th</sup>. Next meeting is set for February 13<sup>th</sup> at 8:30am. They discussed the annual workplace surveys.
- **Strategic Plan Ad Hoc:**
  - No meeting was held. Next meeting TBA. The strategic plan has been received and will be reviewed.

### **Closing**

### **Review Decisions/Tasks/Assignments:**

- Four board members and one staff member are attending the co-op café in February.
- Julie will make an official copy of the correct mission statement.
- Andrea will investigate the Dropbox issue and talk with Lucinda.
- Vanessa will write an article for the next Scoop newsletter.

- Board development will continue to work on board elections.
- Gia will get the board self-evaluations out to all board members.
- Committee chairs will find their charters in Dropbox and review.

**Review Board Calendar 2019:**

- Julie reviewed the January board calendar and will get the current calendar out for the February meeting.

**Adjourn Meeting:**

Rachel motioned to adjourn the meeting, Chris seconded. The meeting was adjourned at 6:37pm.

**Closed Session:** A closed session was held; no action was taken.

*Note: The Member Services Coordinator makes approved changes to the prior meeting's minutes and forwards the final version to the board secretary and the board president. The secretary posts the final minutes in the board Dropbox, and the Member Services Coordinator posts in the store and on the QNFC web site.*