

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

January 21, 2020

**Time:** Meeting called to order at 5:03pm by Julie Hochrein, president

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

**Board members present:** Julie Hochrein, Rachel Bauer, Chris Anderson, Vanessa Vasquez, Phi Sih

**Board members absent:** Diane McCombs and Gia Martynn

**Minutes taken by:** Amber Hughes

**Also present:** Andrea Wilson, GM & Amber Hughes, Marketing and Member Services Coordinator

**Welcome guests:**

**Open Forum/Announcements:** (None)

**Approval of January 21, 2020 Agenda:**

Vanessa motioned to approve; Chris seconded.

**Approval of November 19, 2019 Minutes:**

Chris motioned to approve; Vanessa seconded. Minutes were approved as is.

**Board Education:**

Volunteer director: Rachel presented

- Rachel updated us on GMO labeling law now named “BE” for Bioengineering.
- Phil will present in February.
- Co-op *Café Resilience* will be held in Sacramento, Feb. 29, if anyone is interested in attending.

**Manager’s Report:**

The general manager’s report for November-December 2019 was discussed and the board accepted the report. Board approved.

## **Old Business:**

- **All Staff Meeting, Dec 11<sup>th</sup> report:**  
Andrea reported that the meeting was led by the team leaders.

## **New Business:**

- **3<sup>rd</sup> Quarter Financials:**  
The Finance Committee led a discussion addressing the 3<sup>rd</sup> quarter financial reports. The General Manager responded to questions.
- **Recycling:**  
The Co-op's role in single use plastic reduction was discussed with a suggestion that perhaps National Co-op Grocers (NCG) could help create partnerships.
- **Board Self-evaluation:**  
Vanessa will email board members before Friday with detailed instructions to take self-evaluation digitally.
- **Work place surveys:**  
31 employees took surveys.
- **Election update:**  
Candidate Orientation was January 21<sup>st</sup> with three candidates attending. Board election committee met and revised the election timeline and discussed how to tally the ballots. Vanessa has suggested that Phil and she table for candidate recruitment at FRFC. After January 31 deadline, candidate membership status will be reviewed by Board Election committee with the help of Andrea and Amber.
- **Board Calendar 2020:**  
Reviewed QNFC Board Calendar handout as a group.
- **Scoop Deadlines (March 1<sup>st</sup> Deadline):**  
Vanessa will write a Scoop article on the election.
- **FRFC Staff meeting January 28<sup>th</sup>**  
Phil will attend.

## **Committee Reports:**

- **Board Development:**

Met January 14<sup>th</sup> to prepare for orientation and update timeline. Meeting to review declaration of interests in Feb. Request that Amber be there for ballot process. Meeting the first week of Feb. and then meeting Feb. 12<sup>th</sup>, 12 p.m.

- **Membership:**

Email gathering. Annual meeting is set for June 20<sup>th</sup>, using the same format as 2019.

- **Finance:**

Met December 19<sup>th</sup>, reviewed Q3 report, discussed financial review. Next meeting date Feb 18<sup>th</sup>, 3:30

**Policy:**

Has not met. Next meeting TBD. Andrea suggested reviewing the Purchasing policy.

- **Executive:**

Has not met. Next meeting March 11, 4:00.

- **Ad Hoc:**

Has not met, next meeting TBD.

## **Closing:**

### **Review Decisions, Tasks, Assignments:**

- Phil staff meeting Jan 28<sup>th</sup> and table for board elections.
- Vanessa is writing a scoop election article and will send out a board survey email.
- Rachel will confirm survey response and compile information.

**Review Board Calendar:** The calendar was reviewed and it was added that a board member should discuss workplace survey at a staff meeting prior to sending it out.

**Next BOD Meeting:** February 18<sup>th</sup>, 2020 in Quincy

### **Summary for Employee Memo**

Julie provided Andrea with a summary to include election update, workplace survey thank you to employees, Rachel's discussion on Biological Engineering and 3<sup>rd</sup> quarter financials.

### **Adjourn Meeting:**

Julie motioned to adjourn the meeting; Rachel seconded. The meeting was adjourned at 6:45 pm.

### **Closed Session:**

Closed session was held.

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.