

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

May 15, 2018

Time: 5:00 p.m. Meeting called to order by Julie Hochrein

Location: Quincy Natural Foods Co-op White House

Board members present: Kyle Merriam, Chris Anderson, Rachel Bauer, Jennifer Ready, Wayne Cartwright, Julie Hochrein, Gia Martynn, Susan Wilson

Board members absent:

Minutes taken by: Aimée Chudy

Also present: Andrea Wilson, GM; Marcie Wilde, QNF Manager

Welcome guests: Linda Margaretic, Nance Reed

Open Forum/Announcements:

Approval of May 15, 2018 Agenda:

Rachel motioned to approve, Chris seconded. Community appreciation survey results were added to Board Education. July 21, 2018 Financial Reports were removed from New Business. Board action for Patronage Dividend was changed from “Listen/Discuss” to “Approve”. Agenda approved unanimously with changes.

Approval of April 17, 2018 Minutes:

Rachel motioned to approve, Chris seconded. Susan Wilson abstained. The April 17 minutes were approved unanimously with no changes.

Board Education: Marcie Wilde presented a review of the Coop Café workshop she attended in February: themes included the vision of “we” and celebrating and welcoming every customer who comes to the Co-op. Seeing “customers as the heart of the Co-op” is a strategic advantage. Marcie also shared customer survey results from Community Appreciation Day last October.

Manager’s Report:

The general manager’s report for April 2018 was discussed. The board requested specific data about the Affordable Food Program activity. The board accepted the report.

Old Business:

- **Board Retreat May 18th @ PSREC in Portola**
 - Will begin at 9:15—Jennifer shared the agenda and plans were finalized.
- **FRFC Staff Meeting**
 - Julie and Susan attended the last FRFC staff meeting on April 30th. Julie shared the highlights. April will let the board know the next meeting date.

- **2018 Final BOD Calendar Revisions**
 - Julie distributed a new Board calendar. “Start developing staff workplace surveys” and “plan upcoming board/GM evaluation” will be added to July. Julie will put the updated calendar in the drop box.
- **Annual Meeting June 16th**
 - Last minute plans for the annual meeting were discussed.
- **List of New Committees and Chairs**
 - Chris shared an updated list of new committees and chairs.

New Business:

- **CBL (Coop Board Leadership) 101, Sept. 29, 2018 Sacramento:**
 - All board members are encouraged to attend this one-day Saturday workshop. Let Julie or Andrea know if you want to attend.
- **Staff Appreciation:**
 - This was tabled for the next meeting/discussion at Board retreat.
- **Financial Reports – Patronage Dividend**
 - The finance committee is recommending a \$26,000 patronage dividend distribution for 2017. Rachel motioned and Chris seconded approving the finance committee recommendation. Approved unanimously.
- **QNF Staff Meeting May 23, 2018 at 2:00 PM**
 - Wayne will attend.

Committee Reports

- **Board Development:**
 - Nothing to report, no meeting scheduled.
- **Membership:**
 - Met April 18th, and meeting tomorrow. Will be arranging details of the annual meeting. The agenda is still being finalized. The membership committee will distribute a final agenda and list of tasks for board members, who should plan to arrive by 4:30.
- **Finance:**
 - Met April 25th to discuss 2017 patronage dividends, next meeting will be at May 22nd.
- **Policy:**
 - Hasn’t met recently. The committee welcomes suggestions for policy reviews. Policies are in the drop box.
- **Executive:**
 - Met May 10th. Next meeting will be scheduled after tonight’s meeting. Next regular meeting is June 12th.

- **Strategic Plan (ad-hoc) committee**
 - Hasn't met and no meetings are scheduled. Will be discussed at retreat.
- **Farmers' Market:**
 - Wayne presented highlights from the last meeting. Next meeting June 7th at 6:00 PM.

Closing

Review Decisions/Tasks/Assignments:

- Julie will put new board calendar in the drop box.
- Wayne will communicate with board members on annual meeting details.
- Wayne to attend QNF staff meeting May 23
- Andrea will let the board know when the next FRFC meeting is.
- Julie is writing the Scoop newsletter due June 1.
- Board members to review/suggest policies to review.

Review Board Calendar:

- The board calendar was reviewed.
- Remaining board meetings scheduled for May 15, June 19, July 17, Sept. 18, Oct. 16, Nov. 27th.

Adjourn Meeting:

Wayne motioned to adjourn the meeting, Susan seconded. The meeting was adjourned at 6:40 PM

Closed Session: a closed session was held after the meeting.

Note: The notetaker makes approved changes to the prior meeting's minutes and forwards the final version to the Board Secretary and Member Services Coordinator. 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.