

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

Nov. 19, 2019

Time: 5:00 pm Meeting called to order by Julie Hochrein, president

Location: Quincy Natural Foods Co-op White House

Board members present: Julie Hochrein, Rachel Bauer, Chris Anderson, Gia Martynn, Diane McCombs, Vanessa Vasquez.

Board members absent: Phil Sih

Minutes taken by: Rachel Bauer

Also present: Andrea Wilson, GM

Welcome guests: Mari Erin Roth

Open Forum/Announcements: (None)

Approval of November 19, 2019 Agenda:

Rachel Bauer motioned to approve; Julie Hochrein seconded. “Board Self-Evaluation - January” was removed, “Policy Updates” was added under New Business. Agenda approved unanimously with changes.

Approval of October 15, 2019 Minutes:

Vanessa Vasquez motioned to approve; Chris seconded. Corrections to the minutes were made, minutes were approved with changes. Gia abstained.

Board Education:

Volunteer director: Phil

- Presented “what if” scenarios highlighting the power of choosing co-ops.
- The power of participation – we participate in 4 ways: being owners of the co-op, using the co-op, serving the co-op, and belonging to the co-op.

Manager’s Report:

The general manager’s report for October 2019 was discussed and the board accepted the report.

Old Business:

- **Community Appreciation Day, FRFC, Oct 19th**

Well attended in spite of the rain. New layout in store front end worked well for having it indoors.

Surveys have been tallied and were provided for the board to look at.

Healthy Food Access was by far the Strategic Plan goal that rated most important at both locations. After Healthy Food Access all other goals were rated about equally.

- **Breakfast with the Board, Nov. 2**

Minutes provided to the board. Once the minutes have been finalized, they will be posted on the website. Julie will try to write a summary of the event for a Scoop article.

- **FRFC staff meeting Nov 7**

Phil emailed notes summarizing the meeting to directors.

New Business:

- **Review of Bylaws, Art. III and forward:**

Rachel made a motion, Chris seconded. No further changes to the bylaws were made since the previous meeting. The bylaws were unanimously approved with minor changes that were made during the October meeting.

- **QNF All Staff meeting Dec. 11, 2:00:**

Vanessa will attend.

- **Set board meeting dates, Jan. - April:**

Meetings will continue to occur on the third Tuesday of the month, with the exception of April which was changed because Andrea will be gone.

Meeting dates will be: January 21, February 18, March 17, April 14 (second Tuesday).

- **Election Timeline, candidate orientation dates:**

Vanessa emailed newly approved Election Handbook to all directors, also available in Dropbox. Scoop article will announce dates of Candidate Orientation(s), one will be January 21st in Quincy (time TBD), a second Candidate Orientation will be scheduled, possibly in Portola (date TBD).

Vanessa requested directors email her names of people to contact who may be interested in running for the board.

- **Winter Scoop (12/1 Deadline):**

Phil will write an article about the election; Julie will write an article about Breakfast with the Board.

- **Improve readership of Scoop:**

Andrea proposed making the newsletter a perpetual living document available biweekly rather than quarterly and updating the website with new articles regularly. Discussion followed.

- **Workplace Surveys - January:**

Executive Committee will meet to develop workplace survey.

- **Policy Updates:**

Rachel made a motion to approve the revised Quarterly Financial Review Policy, Gia seconded. Minor changes were made to the correct months in which financial reports and bank statements are reviewed by the finance committee, “Farmers Market insurance” was removed and replaced with “special event insurance”. The revised policy was unanimously approved. Rachel made a motion to approve the revised Board Meeting Guest Policy, Vanessa seconded. The policy was revised to allow an open comment period for guests to address the board without prior arrangement to be on the agenda. The revised policy was approved unanimously.

Committee Reports:

- **Board Development:**

Has not met. Meeting to discuss election timeline will be soon, date TBD.

- **Membership:**

Has not met, no meeting planned.

- **Finance:**

Met today, reviewed Q3 bank account statements, discussed financial review, next meeting Dec 19th 4pm.

- **Policy:**

Met October 22, reviewed Board Meeting Guest Policy and Quarterly Financial Review Policy. Next meeting is tomorrow, November 23rd.

- **Executive:**

Will meet in January (date TBD) to develop workplace surveys.

- **Ad Hoc:**

Has not met, no meeting planned

Closing:**Review Decisions, Tasks, Assignments:**

- Phil will do board education in January; he is the last scheduled
- Vanessa will attend staff meeting Dec 11th
- All directors are finding 2 potential board candidates
- Julie will summarize Breakfast with Board for Scoop
- Gia will send Feather River Bulletin article from last year to Vanessa
- Phil will write election information article for the Scoop
- Rachel will send draft minutes out to directors
- Rachel will put revised policies in Dropbox

Review Board Calendar: The calendar was reviewed

Next BOD Meeting: January 21, 2020 in Quincy

Summary for Employee Memo

Julie provided Andrea with a summary of board activities to be included in the employee paycheck memo.

Adjourn Meeting:

Julie motioned to adjourn the meeting; Rachel seconded. The meeting was adjourned at 6:44 pm.

Closed Session:

No 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.