

Moscow Food Co-op Monthly Board of Directors Meeting  
Tuesday, February 12, 2019  
Fiske Room, 1912 Center, Moscow, ID

**Present:** Melinda Schab (GM), Idgi Potter (President), Carol McFarland (Vice President), Tim Kohler (Board), Cheyne Mayer (Board), Dave Sutherland (Secretary), Laurene Sorensen (Board), Willow Venzke (Board Admin)

**Absent:** David Nelson (Board), Rob Ely (Board)

**Facilitator:** Idgi Potter

**Guests:** Alice Ma, Greg Meyer

**Six of eight Directors present; a quorum is reached.**

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### OWNER FORUM

Owner Forum is a time for the Board to listen to owner comments. The Board will, if requested, follow up by e-mail after the meeting.

There were no owners present who wished to speak.

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### CONSENT AGENDA

Motion to approve the January 2019 minutes, seconded, **passed 5-0-1.**

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### GENERAL MANAGER FYI REPORT

#### SALES

- January sales were up 11.9% over January 2018.
- We recruited 116 new owners in January compared to 113 in January 2018.
- We're still investigating/researching/vetting e-commerce & delivery options with an anticipated service launch date in mid-2019.
- We would like to survey users of our Senior Discount to inquire about potential changes that will make the program more financially sustainable for the Co-op. Stay tuned.

#### MARKETING

- During the month of January, **7 owners became participants in the FLOWER program**, 4 of whom were not owners before joining FLOWER.
- During January, a total of **693 transactions** included a FLOWER discount. The total sales generated by owners participating in FLOWER were **\$17,165.78**, with **\$4,227.15** in discounts granted. In total, 123 owners participated in FLOWER.
- During the month of January, our guests contributed **\$600.30** to the Dime in Time program by bringing in reusable cups and bags.

- **Healthy Eating on a Budget** has its most-attended session ever in January, with 18 attendants out of 20 registered. This month, we currently have 17 registered with a cap of 25!
- **Wine Tasting and Pairing** was a big success! We saw 14 guests at the inaugural class, held at Humble Burger. In the future we'd like to hold it at a more neutral location, like the Co-op on Campus. The next class is scheduled for **April 26**.
- **Food and Mood**, the Co-op's newest class, is coming up on February 16.
- **Love Your Farmer, Love Your Food** is coming up on February 20, and will feature catered food from the Co-op Kitchen and Bakery. Max will be acting as the emcee for the event and is in contact with several of the panelists to provide donated or discounted ingredients for the aforementioned catering.
- The **Food For Thought Film Series** begins again this month, with the film "Divide in Concord" showing at the Kenworthy Performing Arts Centre on Wednesday, February 27. Moscow City Council Member Anne Zabala has agreed to introduce the film and give a brief talk about Moscow's plastic waste situation before the film.
- We re-organized our NWPB radio advertising to include more campus-focused ads, OW info, and our Co-op Basics program.
- We're working on several interior design projects including bulk instructional information, a local definition rubric, wooden gift cards, and updated producer photos.

#### PHYSICAL PLANT

- We're working closely with participating owners, staff, and our neighbor businesses to make sure we comply with the changes to single-stream recycling.
- We launched the Sustainable Silverware Program and replaced plastic clam shells with a fiber option on the salad bar. We're working on additional packaging changes.
- Ken Wallace (NCG Prepared Foods Specialist) was on-site in January to help us work on Bakery plans.

#### Additions:

- We are going to be working with Trex to recycle plastic film, which they make into deck material.
- We're also looking into Gimme 5, which recycles plastic #5 into Preserve products.
- The Sustainable Silverware Project is going well at the main store. Melinda is working with The Center's Board so that the Sustainable Silverware Project can be offered at the Co-op on Campus.
- An owner pitched a program to borrow and bring back or adopt reusable bags.

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## BRIEF ANNOUNCEMENTS AND ACTION ITEM FOLLOW-UP

### BOARD Action Items– 2.12.2018

**Owner Engagement** (*internal action items kept separately*)

**Nominations and Elections** (*internal action items kept separately*)

**Policy & Bylaw** (*internal action items kept separately*)

1. Policy and Bylaw will look at the policy on GM compensation and then report back to the Board.
2. Policy & Bylaw will update the language of Policy C3.
3. Policy & Bylaw will update the language of Policy C8.
4. Policy and Bylaw will review Policy C2, number 2.

**Executive Committee** (*internal action items kept separately*)

#### General

1. Idgi and Dave will look at the CBLD library for information on good owner number goals.
2. The Board will discuss employee health insurance coverage in September 2019.
3. Melinda will find out what is the largest plastic waste stream item that the Co-op goes through and report back to the Board.
4. Idgi will draft a statement regarding the Board's commitment to workplace excellence.

#### DONE

- ✓ Melinda will look up why it was recommended to use “owner” instead of “member”.
- ✓ Willow will scan New Pioneer's Annual Report financial statement and send it out to the Board.
- ✓ Melinda will look up how many new owners we had last October to compare with this year's numbers.
- ✓ Melinda will ask Todd, Michael, and others in the Co-op's support network about what good owner number goals are.
- ✓ Willow will change “visitor” to “owner” on the Owner Comment Cards and will print them for the next Board meeting.

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## CONFIRM AGENDA

Owners Week Heart Activity (SI) will be added after Board Monitoring Reports.

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## BUSINESS AGENDA

### GM Monitoring Reports (MD)

#### Policy A: Global Ends

Melinda provided a written report on the Co-op's Ends.

- The national P6 program is no more. The Co-op can no longer use the P6 label; instead, local products will be labeled "local".
- The Co-op's senior discount is not necessarily an access discount. Management would like to survey senior owners regarding what changes could possibly be made to the senior discount that would best suit their and the Co-op's needs. After receiving many requests to automate the discount, seniors will soon be able to enroll via the Co-op's website once and then cashiers will get a prompt to apply the discount.

Motion to accept Policy A: Global Ends, seconded, **passed 6-0-0.**

#### Policy B: Global Executive Constraint

Melinda provided a written report on executive constraint.

- The Board will begin reviewing the Policy Monitoring Table in August and February.
- The Board discussed the Co-op's relationship with and benefits from NCG. It was noted that in August, the Co-op will receive UNFI deliveries from the Ridgefield warehouse, not Auburn. Trucks will not have to go over Snoqualmie Pass, so there should be a significant decrease in weather-related delayed freight.

Motion to approve Policy B: Global Executive Constraint, seconded, **passed 6-0-0.**

### Board Monitoring Reports (MD)

#### Policy D: Global Board-Management Connection

Call to vote, **passed 6-0-0.**

#### Policy D1: Unity of Control

Call to vote, **passed 6-0-0.**

#### Policy D5: GM Compensation Review

Call to vote, **passed 6-0-0.**

### Owners Week Heart Activity (SI)

Willow showed the heart activity that was done during Owners Week, and shared that owners seemed to enjoy participating in it.

### Plastics Follow-up (AT)

Motion to ask Melinda to provide an audit of the Wellness department products, specifically looking for microbeads, to the Board, seconded, **passed 6-0-0.**

### Board Positions (MD)

Tom Bitterwolf was serving as Treasurer. Due to his passing, we need to fill the position. Motion that Dave Sutherland's title be amended to Secretary/Treasurer until the election of new Board officers in April, seconded, passed 6-0-0.

Motion to leave Tom's seat vacant until the election, seconded, passed 6-0-0.

### Elections Update and Presentation of Candidate Slate (SI)

The Nominations & Elections Committee received 6 applicants for the 3 open seats. The Candidate Orientation was held last Wednesday. The Committee met Thursday to plan the Candidate Forum, which will be on March 18 at 7 p.m. in the Deli. Laurene offered to screen owner questions.

Action: Melinda will coordinate with Marketing so that the Nominations & Elections Committee can start accepting forum questions for candidates March 1 by having a box and question forms out at the Customer Service Desk.

### Annual Meeting (SI)

The Owner Engagement Committee, based on a suggestion from Melinda, would like to relocate the Annual Meeting to the new Bakery space. Neighboring businesses Kamiak Coffee and Moscow Brewing Company will open for the event and will serve drinks to owners. Even if the Bakery isn't up and running, owners could be given tours of the space. Melinda, Idgi, and Dave will speak multiple times since it's likely all attendees couldn't fit in the Bakery at once.

### Policy D5 (SI)

The policy on GM compensation is currently up for revision. It currently states that the GM has the option every other year to ask for a raise, but the Board recently decided that they are in charge of investigating whether to give a raise. David had experience with policies like this and offered to write it but got too busy when he was elected to the Senate.

Action: Laurene will draft a new Policy D5.

Action: The Executive Committee will investigate how to evaluate GM compensation.

The GM can provide data on similar sized co-ops' median salaries and other information. The policy can list at least 3 benchmarks.

### Committees: Reports (SI)

- Nominations & Elections – The Committee updates were given during the election update.
- Policy & Bylaw – Has not met.

- Owner Engagement– The Committee meeting had everyone in attendance, and Alycia attended to discuss the Annual Meeting.
- Executive Committee – Has not met.

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## BOARD ASSIGNMENTS AND MEETING REVIEW

### eNewsletter 3/1 and 3/15:

Candidate Forum and save the date for the Annual Meeting—Willow

### Community News 3/15:

Microplastics, new compostable Produce bags, and the Sustainable Silverware Project--Laurene

### Meeting Evaluation

The Board appreciated the new agenda item categories.

### Upcoming dates to remember:

February work session: February 19.

*Notes taken by Willow Venzke  
Meeting adjourned at 7:53 p.m.*

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Signature of the Board President

Date