**Los Alamos Co-op Board Meeting**

**Wednesday, 16 December 2020**

**Via ZOOM**

**Agenda item 1**.  **Welcome and Introductions.**  Call to order   6:01

Board members in attendance: Joshua Faulconer (president), Dave Hampton (vice-president), Steve Snapp (treasurer), Robi Mulford (Secretary), Laila Badran, Jeff Jansen, Jesse Samdahl, and Cam Staples, staff liaison

Also participating: Jim Fischer, General Manager, Amy Lucker, Grocery, and Ed Santiago Member/Owner

**Agenda item 2**.  **Agenda Review and Check-ins**

The agenda is approved as presented by all board members present. Approved 5:0

**Agenda item 3. Review November 25 meeting minutes**

Minutes from the November 25 meeting are tabled.

**Agenda item 4.  Open Member/Owner time and comments**

Unprofessional appearance of sticky note at front end.

Discussion of voting method for Zoom meeting.

 **Agenda item 5.  GM Reporting**

Members received a one-time 20% discount in the month of December.

Current openings will be filled by the end of December.

The parking lot lights have been fixed.

The POS system is settling in, with operation close to perfectly smooth. There was one data glitch on the POS system, dealt with successfully.

Letter of intent for the liquor license signed.

Snow removal is working well.

Employees will receive 10 extra hours of PTO.

Discussion of liquor license, with the information that almost all Coops carry beer and wine.

The “Keep it Coop” marketing slogan is revisited.

**Agenda item 6.  Staff Auxiliary Board Reporting**

Staff Auxiliary reports that the store is running smoothly and staff is happy,

**Agenda item 7.  Business Manager Reporting**

Response from the outsourced financials has been a bit slow.

Expenditures of about 11K for equipment such as scales to support the POS system.

Sales are high, and even when they are low, they are higher than last year.

Curbside deliveries are up again, with big sales numbers on the curbside days.

Webcart is still being populated.

**Agenda item 8, X9 Volunteering**

 Jim presents X-9.

X-9 Approved 8:0.

**Agenda item 9.  Board Meeting conduct and Meeting Minutes**

Minutes serve to indicate that board meetings were held according to proper procedure, and decisions were taken according to due process. Because meetings are open to members, there is no need to report discussion. The board speaks with one voice. Board members expressing strong views must be protected. Meeting minutes are to be kept to a minimum to avoid legal liability.

**Agenda item 10.  Subcommittee on Member Owner Loans Repayment Method**

A spreadsheet is presented, with three repayment options, including a conservative (interest only) option, a middle option, and an aggressive option.

The legal foundation for repayment of loans in store credit is questioned.

**Agenda item 11. Board Budget for 2021**

Jack will determine the board budget from actual expenditures.

**Agenda item 12.  Membership Subcommittee Report**

Outreach and advertising must be addressed. Outsourcing is discussed.

Recruitment of new members discussed.

Two member-only sales per department, with information to marketing.

**Agenda item 13.  Closing and other business**

The next board meeting is on January 27th, at 6 PM.

Monthly GM/Board member meetings have been suspended for the time being.

Adjourn 8:15 PM Adjournment accepted 8:0

**There is no Executive Session**

 Action Items

(Board - Review the bylaws of Entrada Business Park Association.

 Jim – send us the bylaws and remind us of advantages and disadvantages

 Board- put discussion of Entrada Business Park participation on an agenda)

Someone (accounting?)- measure membership increase or decrease in response to initiatives

Board - Consider reorganizing the X-reporting calendar for next year, for efficiency.

Front end, GM, staff - Review benefits of membership, so that staff can describe membership in a way that is beneficial to recruiting potential members

Accounting - In Nov, the store was expecting a tax refund of about 15K on overpayment of GRT in the past, and also 15K from an insurance claim for losses due to refrigeration failures. Did we get these?

Unassigned - Obtain volunteers for the downtown park.

Joshua or Jim - Member Owner Loans Repayment Method- legal review

Unassigned - Artsy sign out front with the benefits of membership, both for new and existing members. (Cam’s suggestion)

Robi—find out how to get people fingerprinted for the liquor license

Membership committee - Steve, Jesse, Isaiah, Devin, Betty, and Kate.