

Los Alamos Co-op Board Meeting
Wednesday, 28 April 2021
Via ZOOM

Agenda item 1. Welcome and Introductions. Call to order 6:02

Board members in attendance: Joshua Faulconer (president), Dave Hampton (vice-president), Robi Mulford (Secretary), Jeff Jansen, Steve Snapp, and Holly Aiken
Board candidates Dan Cooper, Ben Lucker, (and Joshua Faulconer) are in attendance
Participating from the Coop: Jim Fischer, General Manager, Peggy Dahl, LACM accounting, Amy Lucker, Grocery Manager, Judith Staub, Marketing, and Kari Wood, front end.
Members and Member-owners participating: Ed Santiago and Tracy McFarland

Peggy Dahl is the new accountant. She has been working with Jack since last October. She specializes in finance and HR.

Agenda item 2. Agenda Review and Check-ins

The agenda is approved as presented by all board members present. Approved 6:0

Agenda item 3. Review March 24th meeting minutes

Minutes from the March 24th board meeting are approved. Approved 6:0

Agenda item 4. Open Member/Owner time and comments. None

Agenda item 5. GM Reporting

March - finances are eroding, although a decrease in sales is not unusual for March

Jim was in NCG Zoom meetings all week.

Diversity—our Coop is doing pretty well, compared to many Coops
NCG was impressed by excellent responses to our customer survey.
NCG has started pushing big companies.

Chamber of Commerce prizes: The Coop received first prize in two categories, Customer Service, and Most Adaptable Business.

The store is increasing margins after some months of discounts and sales. Discounting brings customers into the store, but the margin pays good salaries. Members still get 10% on the 10th. The current struggle is with buying patterns. However, 80% of sales are to members, indicating a good base. The deli is doing better, and all the managers are attentive to maintaining good margin and sales. Availability of products is still a struggle, with suppliers having out of stock items, comparable to last December. This is the new normal. Stocking from local suppliers is good.

Coop Park is getting built, which will provide good visibility to the Coop in a downtown location.

Agenda item 6. X-1 Customer Service and Value

Jim presents X-1 and announces that we are in compliance. Transparency, immediate response to customer queries, and quality of customer service are all excellent.

X-1 is approved as presented 6:0

Agenda item 7. Business Manager Reporting

Audits with Wegner the new external accountants are now complete. Wegner has provided us with a list of journal entries that we need to be able to present.

Jim and Peggy are restructuring systems to easily report relevant data.

- Full project list for the store
- Working with each manager
- A dashboard for all departments

The monthly financial report from FMS is not available. We consistently send them data by the 5th or 7th of the month, and they returned the document on April 26th, too late for Peggy to review and present it. Peggy has requested that FMS send the document earlier in the month, by the 17th. The store's two systems, Quickbooks and Payables are not syncing, which makes preparing reports awkward.

At present, there is no point person on the POS.

Income this period was 350K for the Month of March, with average weekly sales of \$79K, compare with February's \$74565, and a YTD weekly average of \$76233. Gross profit is down slightly.

Agenda item 8. Board Member Candidate Introduction

Two new board candidates both have spouses who are managers at the Coop. The board feels that self-identifying as having this conflict of interest, and recusing themselves from any decision affecting their spouse is adequate protection from deleterious conflict of interest.

Ben Lucker Ben was a member of the Moscow Coop from the age of 18 on, and saw the store grow from a small store to one of the pillars of the community of Moscow. He is a program manager by profession, experienced in establishing long term goals and implementing plans to reach those goals.

Dan Cooper Dan studied Agronomy, the industrial production of food. HE has come to understand the importance of Coops, which support the community, whereas corporate food outlets, which do not. Jim sees Coops as local action to support the nation, and is ready to work, to do what is needed to help the Coop succeed.

Agenda item 9. Conflict of Interest

The board serves as the GM's boss, and the spouses are Jim's subordinates. The GM needs the confidence that taking action regarding a subordinate will not result in retaliatory treatment of the GM by the board.

Both candidates feel they can act impartially and in a disciplined way. Both are ready to recuse themselves as needed from board decision-making and board actions. Executive sessions will remain confidential, including from spouses.

Agenda item 10. Staff survey Subcommittee

Sarah Dahl will start the staff survey as soon as possible, probably the week of May 3.

Agenda item 11. Annual Meeting Subcommittee

In-store voting is the plan. There will be no big-screen watch in due to the many logistical problems. Joshua will issue the Zoom address for Judith to distribute. Jim and Steve will speak.

Agenda item 12. Membership Subcommittee: determine a new subcommittee member

Jim reports the store is gaining two new members a week. Coop Park may facilitate marketing our membership to members of other Coops.

Agenda item 13. Marketing

. Judith presents her Marketing Venn diagram, and a list of communication goals.

Thursday there is a Coop Park meeting 11-12 at the LA schools Credit Union site. The Coop Park will be a community center. To date, 98 donors have contributed 24K.

Agenda item 14. Closings of Open Session and Other Business

The next board meeting is on May 26th, 2021 at 6 PM.

The next monthly GM/ Board member meeting is May 12, with Joshua Faulconer the primary attendee. This meeting is to enable the GM to communicate twice a month with the board, to communicate changing conditions. All board members are encouraged to attend. The GM may call additional meetings as needed.

Adjourn Accepted 6:0

Executive session is held