

MINUTES

FBFC Board of Directors Meeting 6-16-2022. This meeting was held online during the Covid-19 pandemic.

Meeting started at 5:43 pm and ended at 7:20 pm.

Board members present: Adam Bowers (President), Josh (Peyton) O’Conner (Treasurer), Paul Schulman, Kylie Hulver, Andrea Burkins, Scott Campbell, Terra Marshall

Board members absent: Christa Hamilton (Secretary), Kitty Brown (Love)

Others present: Bobby Sullivan, General Manager (GM); Jean Karpen, Board assistant

Meeting Summary:

- Monitoring Report B2 Planning and Budgeting approved
- Tentative date set for Annual Meeting – October 27, 2022. Planning timeline reviewed.
- Board communication with owners – discussion of quarterly newsletter
- Committee check-ins
- Executive session

Approve agenda: Peyton moved to approve the agenda. Motion was seconded and approved.

Approve minutes: Peyton moved to approve the minutes of 5-19-22. Motion was seconded and approved.

GM Report and Monitoring Reports:

- Expansion project – Front-end office is currently being redone.
- Monitoring Report: B2 Planning and Budgeting. Andrea moved to approved. Motion seconded by Peyton. Motion passed.

Annual Meeting:

- Kylie has updated the 2022 Board application. Will set a deadline for submission of applications as soon as meeting date is confirmed.
- Kylie has created a draft handout with a basic outline for the elections process for cashiers to distribute.
- Each Board members is asked to recruit two candidates for the Board.
- Review of timeline – Hold the Annual Meeting in late October. Notify owners by electronic means one month in advance. Finalize text for that notice in August. All notification will be digital. Confirm wording for notice at the August meeting. Draft of notice ready by the July meeting. Group to work on this will be Adam, Kylie, Bobby, and Jean.
- It was agreed that we will hold the meeting virtually again this year. Later, we could have an in-person gathering with no business component, possibly an ice cream social.
- Tentative meeting date set as Oct. 27. Adam will check with Kitty & Christa as to their availability.
- Adam, in consultation with Kylie, will map out a timeline and draft language for the owner invitation for presentation at the July meeting.
- Nominations/elections committee will begin checking in with applicants by August. Ideally, all applications will be submitted by Sept. to allow time for vetting.
- All board members are asked to start recruiting now and list their recommendations on the outline Kylie created.
- Suggestion to create a QR code which links to the elections page and application. Include this code in the handout mentioned above and post it in the store. Bobby will research the possibility of adding this QR code to the receipts.

Board Communication with Owners:

- The Board will issue a quarterly newsletter to owners with the first issue scheduled for July.
- Include: intro new board members, upcoming elections, annual meeting – not too wordy
- Create a standardized template with topics we cover each time. Then add one or two additional items (feature, expansion or store update, books we're reading, fun fact, board highlights).
- Items to include in the template:
 - Feature - whatever update we want to give owners – to be determined by the Board
 - Expansion update (could be a link to the expansion page on the website)
 - pitch to apply for the Board and info around elections
 - Access to owner comment period at Board meetings
 - Info about the \$12.50 ownership
 - Link to Board testimonials
 - Board member bio
 - Names of all current Board members at the bottom
- Andrea will create a Google doc template which will include all these items. Keep a running list of topics specific to a particular time of the year (like elections.)
- Check in at each meeting to add to this list or move a topic to the top of the list.
- Fill out the template with articles for the next newsletter and send the doc to Amy, along with any graphics and photos, for final prep.

Committee check-ins and miscellaneous:

- Peyton will transfer all info to Google Workspace.
- Peyton will work on setting up autoreply for the main Board address. Use Board@fbfc.org
- Bobby will check with Amy to make sure the Zoom link for the Board meeting is correct.
- Still checking on the date FBFC moved into the current space.
- Scholarship ownerships – Christa has written up details of the proposed plan. Details include the following:
 - The goal of the fundraising plan is to raise \$1800 from at least 125 active owners.
 - Set levels of donation, offer “round up” at the register.
 - Use a representation (cutout) of different fruits & vegetables for donation levels. Display those on the front window – consider a cornucopia
 - Prepare info for cashiers so they can field questions.
 - If successful, the campaign could extend beyond ownerships. We could use it for direct purchase of food for the target community.
- Participants will opt in if they so choose, ideally when they sign up for DUFEB (Double Up Food Bucks). Bobby will check on a means for contacting current participants to let them know about this program.
- Scott suggested the Board host a match challenge as part of our marketing. We have talked previously about a Board contribution to the fund. Board members agreed.

Executive Session

Additional items for next month's agenda:

Next meeting will be July 21, 2022, at 5:30 pm.

Jean Karpen, Board Assistant