

## **MINUTES**

This meeting was held in person at the Co-op on 4/18/2024.

Meeting started at 6:30 PM and ended at 8:15 PM.

**Board members present:** Christa Hamilton (President), Andrea Burkins (Vice President), Jerome Smith, Clare Schwartz (Secretary), Laura Ann Edmonds (Lulu), Terra Marshall (Treasurer).

**Board members not present:**

**Others present:** Amy Zimmerman (Board Assistant), Dyllan Simmons (Produce Manager), Rusty Silvas (Owner), Sage Turner (Accounting) via zoom.

### **Meeting Summary:**

- Check-ins
- Owner Comments
- 4/18/2024 Agenda Vote, passed
- 3/21/2024 Minutes Vote, passed
- 5/23/2024 Agenda Vote, passed
- GM Reports Global Executive Constraint, B5
- Committee check-ins
- Board Recruiting Discussion
- Annual Meeting Discussion
- Executive Session, new Executive Members elected

### **Check-ins**

### **Owner Comments**

- Rusty Silvas will be getting a petition ready, gave us a copy of the petition. He will be happy to have any feedback on that petition.

### **Minutes Vote**

- March 2024 Minutes Vote, Terra moved to approve, Lulu seconded, motion passed.

### **Approve Agenda**

- April 2024 Agenda Vote, Jerome moved to approve, Terra seconded, motion passed.
- May 2024 Agenda Vote, Lulu moved to approve, Terra Seconded, motion Passed.

### **Misc. Items:**

- Q1 Financials Report from Sage (via zoom).
- It was a strong quarter.
- Received a summary of the Profit and Loss Financial Report: all sales categories are up. Ownership is growing. Special orders are the only one that was low and that is due to things returning to normal after Covid, when special orders were up. Discussion on staff bonus, reviewing the remainder of the financial report, such as utilities increase, construction

phase two depreciation, increased price of Catapult, Google Suite price increase, board development (Columinate), staff survey, and more.

- Jerome asked if there is a succession plan for Sage, noting that there is one for Bobby. Sage explained that she is creating SOPs.
- Staff Survey: the Board discussed that they would like to receive the "raw data" of the 2024 staff survey.
- Discussion on store cleaning.

### **GM Reports (Vote via email)**

- Global Executive Constraint: Provides dates and status of all the reports. Vote Via Email.
- B5: Treatment of Customers. Vote Via Email.

### **Election Timeline:**

- Announcement email to owners by June 1st.
- Applications will be open the month of July
- Send out notification to owners that voting will be during the month of August. This needs to go out by July 1st.
- Applications are closed August 1st.
- Voting will be during the first two weeks of August.

### **Annual Meeting**

- 2024 Having Annual Meeting in fall.
- Discussed 2025 Annual Meeting, having it in the summer.

### **Board Recruiting**

- Andrea mentioned that it would be useful to learn some recruitment techniques.
- Discussion on making board meetings more accessible.
  - Break room
  - Chair lift

### **The Board went into Executive Session.**

#### **During the Executive Session, the Board Elected:**

- Co-Presidents: Terra Marshall & Andrea Burkins.
  - Andrea nominated Terra, Clare seconded, motion passed.
  - Terra nominated Andrea as her co-president, Clare seconded, motion passed.
- Treasurer: Clare Schwartz.
  - Jerome nominated Clare, Terra seconded, motion passed.
- Secretary: Laura Ann Edmonds (Lulu).
  - Lulu nominates herself, terra seconded, motion passed.

#### **Moved to next meeting:**

- Move to June: Policy Manual pages 13-18.

Next meeting will be 6/20/2024 at 5:30 PM.  
Amy Zimmerman, Board Assistant