

MINUTES

This meeting was held in person at the Co-op, 3/20/2025
Meeting started at 5:30 PM and ended at 8:06 PM.

Board members present: Terra Marshall (Co-President), Andrea Burkins (Co-President), Jerome Smith, Buffy Ford, Tricia Baehr, Jamie Carson (via Zoom), Clare Schwartz (Treasurer) attended through Zoom, John Walker, Laura Ann Edmonds (Secretary).

Board members not present:

Others present: Amy Zimmerman (Board Assistant) attended through Zoom, Bobby Sullivan (General Manager), Dyllan Simmons (Operations Manager), Rusty Silvas (Co-op Owner).

Meeting Summary:

- Check-ins
- Owner Comments
- Welcome to new Board Member, John Walker
- February Meeting Agenda, Approved
- February 2025 Minutes, Approved
- GM Reports
 - Q4 Financials, Approved
 - B Global Executive Constraint, Approved
 - B2 Planning & Budget, Budget Summary 2025, Approved
- Last Opportunity Items
- Miscellaneous check-ins & updates
- GM Accountability

Check-ins

Owner Comments

- Rusty Silvas appreciated the letter from the board about the Petition, stating we need 900 owners. The petition to restore the loaning library is the most popular. The petitions are split up into two, one for the library and one for the donating 1% of profits.

Approve Agenda

- Jamie motioned to approve March Agenda, Terra seconded. Motion approved.

Approve Minutes

- Tricia motioned to approve February Minutes, Jamie seconded. Motion approved.

GM Reports

- Vote Q4 Financial Documents.
 - Jamie motioned to approve, Buffy Seconded, approved.
- B Global Executive Constraint.
 - Clare Motioned to approve, Terra seconded, approved.
- B2 Planning & Budget, Budget Summary 2025.
 - Terra motioned, Andrea seconded, approved.
- FBFC 2025-2027 Business Plan (an addendum to planning and budgeting report) was presented.

- Policy Governance Schedule Changes:
 - A Ends Policy, January.
 - B4 Membership Rights and Responsibilities, May.

Break Time

Miscellaneous Check-ins & Updates

- Welcome to new Board Member, John Walker.
- Marielle has left the Board.
- We have a new front end manager.
- We're bringing hot coffee back.
- Union negotiations have started and the Board will need to approve later.
- Discussion on staff benefits, set schedules and pay.
- The Board will need to decide if we do a patronage rebate.
- Possible Board Q&A Game night, combined with 50th anniversary,
 - Owner gathering planning.
 - Lulu, Clare and Tricia are interested.
 - Set a budget. There is also a lot we could do that doesn't cost money.
- Community Outreach
 - Redefine outreach for post Helene, post Covid. The city needs some outreach right now.
 - Ideas: coat drive, 4k, promote DUFEB, deliver produce, Canvas areas and hang up flyers on bulletin boards.

GM Accountability

- Bobby answered questions concerning training, procedures and more.
 - Personnel orientation and training happens on the department level and there is an employee manual, and they sign that it has been read.
 - Bobby oversees hiring, has veto power. Bobby handles the paperwork and onboarding staff members, POS security levels, paycheck deposits.
 - There is a job description for Sage on file.
 - IT is a company called Epsilon, and we also work with Casey at ECRS.
 - Bobby takes care of most management training.
 - Crisis management plan; we have a pandemic response plan.
 - Marketing and public relations; results are in the Ends report. We underwrite Democracy Now on two stations.
 - Ends policy discussion (education and community).
 - Discussion on who staff go to with problems, code of conduct. Staff should talk to their managers first. There is a grievance process with the union. Employee input and recognition: managers code of conduct, employee manual has a code of conduct. There is conflict resolution with Bobby and managers, staff members with issues.
 - Conversation on full time workers: we have mostly part-time staff.
 - Ownership talking points are now at the registers for cashiers.

Next meeting will be 4/17/2025 at 5:30 pm.
Amy Zimmerman, Board Assistant