

**SUGAR BEET FOOD STORE COOPERATIVE**

**BOARD OF DIRECTORS MEETING**

**Tuesday, February 22, 2022, 7:00pm**

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Board of Directors: Ryan Bradley, Beth Dougherty, Jim Doyle, Bill Gee, Tom Hollinden, Cassie Janis, Jill Niewoenher, Peter Nolan, and Chuck Wolf

GM: Angelic Lugo

Marketing: Lissa Dysart

Guests: Matthew Ruff (Chicago Market Board Member) and Kate Grimm (Chicago Market Board Member & Volunteer Coordinator)

**Action Items/Takeaways:**

**Angelic**

* Ask Paula from NCG to send information regarding Gabby Davis training and ask if she thinks the Board would benefit from Gabby’s Racial Equality/Food Justice training.
* Review and audit what’s been done regarding HR audit follow ups with Jen, I-9 compliance being top priority.
* 2021 Financial Review
  + Action planning/target timing for price/margin updates (ex.Deli etc.)
  + Staff appreciation fluctuation 2021 vs. 2020? What drove the difference?

**Jim**

* Speak to RFS (Cory) regarding accounting for the occupancy fee – Angelic to coordinate.
* Financial audit – Connect with Matthew from Chicago Market (meeting guest) on audit recommendations/agencies. Jim to investigate rates for board to decide if we want to continue

**Ryan/Lissa**

* Kickoff of Board Elections Communications - Ryan to follow up with a detailed planning conversation on timing.

**Ryan/Beth**

* Staff joining board meetings - Next Steps: Work with Angelic to invite some managers to upcoming Board meetings
* Investigate if team members have an appetite to sit on the board in an official capacity (elected member) – this may also require bylaws adjustment

**Peter**

* Connect with Matthew & Kate of Chicago Market to review the package they created on “What it means to be a board member”

**Comprehensive Meeting Minutes**

**Meeting Called to Order – 7:04pm**

**Chicago Market – (Matthew & Kate)**

* Will be located in uptown corner of Wilson & Broadway
* Started a farmer’s market in Uptown
* “Come to this corner for good food” approach
* Co-Op 2,140 owners currently, started ~9 years ago, main progress in 2020 and looking to open in 2023. Raising capital through various channels.
* Looking to learn from other boards the next few months
* GM – Dan Arnett (has spent ~23 years in Co-ops) great experience
  + How to move from a working board to a governing board

**WSR Report**

* Ryan –
  + Where should we land on basket size? $30-$35
  + Is the café at full speed now? Yes, expect café numbers to increase

**GM Report Highlight/Call Outs**

* Met with Gabby Davis from NCG and hoping she can do a Racial Equity / Food Justice Manager training
* Bill
  + Are there any specific trainings NCG has or specific areas we are trying to address with staff?
* Ryan/Jill
  + Can Paula send information and if Board would benefit from this training as well? Angelic to follow up

**Last Meeting Action Items Follow up**

* HR Audit shared and can be conducted upon request
  + Peter – What are main next steps Angelic?
    - Has not had a chance to review and audit what’s been done but will go through by due date, I-9 being top priority for compliance.
    - Feel good that now documented and action time to execute and hold team members accountable
  + Bill – How did the due dates get assigned for Jen’s deliverables? Angelic and Jen reviewed together based on priority etc.
  + Beth – Did harassment training happen? Yes, that was completed
  + Jill - Any items don’t think will be completed on time, ex. Item due 2/21/22?
    - Angelic needs to audit the items and status update to hold Jen accountable to agreed to dates
* HR handbook – pending follow up from Jen on open items
* Lapsed owners since July 2021 pulled from COPOS (Sent 513 emails in total sent) sent a $10 of $50 coupon, higher than average open rates within first 12 hours and no redemptions to date
  + Potential that some owners showing as lapsed status are just not mentioning their ownership when they visit
  + Recommendation - Track lapsed users over time moving forward to ensure not growing or how to engage owners on value proposition
* COGs by category – Angelic responded to Bill’s questions offline
* Occupancy accounting recommendation from Cory to set cash aside but how do we account and report on that in the P&L. Jim to speak with RFS on specific accounting for this occupancy fee in 2024.
  + Chuck looked at payment and Chuck believes term is actually March 31, 2023 so ensure we are allocating appropriately for timing.
* 2021 year end financials were shared with the Board
  + Bill – do we feel caught up on price updates/margins?
    - Not yet, Deli still needs addressed given turnover
    - Still a lot to get done on price/margin work
    - Staff appreciation fluctuation 2021 vs. 2022? Angelic to follow up
  + Peter – How do you feel about getting 2022 to a positive $58K this year? Angelic to take a look at January before responding (Jen just sent to RFS)

**Board Elections Update (Admin Committee)**

* It is time to announce the board elections. The timeline consistent with what was previously shared.
  + Ryan to follow up with Lissa with a detailed planning conversation on timing.
* Virtual zoom for interested candidates targeting March 8 but could push out a week or so if needed.
* Peter - Matthew/Kate & input on board elections? Chicago Market has also faced challenges on candidate front. They push social media and mailing lists. Chicago Market does have a package on what it means to be a board member. Challenges in the past on setting the expectation on what being a board member means and where roles start/stop.
  + Able to recruit from those already volunteering
  + Beth – recommend a staff representative on the board, or incent staff members to join the public meetings. What happened previously?
    - Lissa – manager rotations previously, may be a focused manager check in (pre-pandemic on site management and thinking about talent pool for leadership, capture different insights on what’s important in the store)
    - Bill - Would allow staff members hear the context of requests on Angelic and for the business updates
    - Jim – may need to adjust bylaws, believe you have to be an owner to be on the board and are all employees members/owners?
    - Next Steps: Does the team member have an appetite for this and then look into due diligence on bylaws etc. Research before annual meeting and can then get bylaws approval from owners in annual meeting as needed. In the meantime, let’s look into admin committee getting some manager meetings on the calendar in a rotation
* Chuck – Financial audit recommendation? Jim – we’ve looked in the past but decided not to do it, 2-3 years ago $15K to execute can re-look on rates and decide. Matthew looking at this now and can re-connect with Jim on audit recommendations/agencies.
* Angelic – Wild Onion has spot in Rogers Park and looking to come visit and see how we do meal prep etc.
* Peter - City of Las Vegas reached out, planning a co-op on west side, economically challenged – planning a vertical garden, housing and full-service co-op store

**Adjourn for Executive Session 8:19PM**

**Upcoming Board Meetings**

March 22 - Planning

April 30th (Annual Meeting- Saturday) - Public

May 24 - Planning

June 28 - Public

July 26 - Planning

August 30 - Public

September 27 - Planning

October 25 - Public

December 6- Planning

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**Our Strategic Pillars**

* *Run a financially viable business for our owners*
* *Be a great place to work for our staff*
* *Provide a thriving marketplace for local farmers and producers*
* *Address inequality in our local food system for our broader community*
* *Be a great place to shop for our customers*
* *Be an environmental steward to protect our planet*