

Anacortes Food Coop  
Board Meeting on Zoom  
August 5, 2022

Rachel Muntean-Salazar called the meeting to order at 7:07 PM.

Present at the meeting: Rachel Muntean-Salazar, Phil Cohen, Gloria Shelton, Debra Craig, Sara Holohan, Shawn Bell and Tim Heiner.

**Old Business:** See the Agenda for this meeting.

Rachel stated that a Letter of Intent (LOI) had been drafted. Approval of this document is one of the action items on the agenda. A lengthy discussion of the document ensued. The NAPA building property owner, Dane Armstrong, will begin improvements in a few weeks. Phil plans to meet with him again soon. The LOI will confirm our interest in leasing the property. Possible meeting times were discussed so that Rachel could attend as the lease.

Shawn had prepared possible floor plans for the Coop using the NAPA building drawings. The three possible floor plans were reviewed and discussed. Many facts are unknown regarding the location of plumbing, walls and utilities. These will be up to the owner. Restroom facilities will be up-graded and one will be made compliant with ADA requirements. The location of sewer connection(s) is unknown at this time. Shawn to present at the meeting with Dane to get his questions answered.

Returning to the discussion of the LOI, typos need to be corrected. Dates need to be specified. The terms of the lease are negotiable. Don't specify a base rent. This is an opportunity to determine which costs the owner will be willing to assume and which costs the Coop will have to bear. The LOI to be signed by Rachel as the Coop's representative.

With regard to our existing building. Candy, the owner's realtor, has given approval for the second part of the ventilation project. There is some concern that the installation of the first fan makes it easier for someone to break into the building. Tim explained that an external cover will be added to secure it. It seems unlikely that anyone could get into the building through this opening since a large cooler is directly in front it. Rachel will report this information to Candy. Work on the second fan installation will take place after August 16, 2022.

The disposition of the lease on the current Coop building was discussed. The lease is to be turned in by August 10<sup>th</sup>. Rachel will find out on Monday. The Coop is still renting on a month-to-month basis. The owner(s) could force us out. August rent has been paid. One of two things could happen: Coop could pay September rent and stay until the end of the month or could be given notice to quit the premises by the owner(s).

Discussion of a Strategic Planning Session took place. A specific moving plan is needed. A plan for the next year is needed. A Strategic Planning Session will be held at the Savi Bank Building meeting room on Monday, August 29, 2022 from 3-6 PM. Phil, Tim, Gloria, Deborah and Rachel confirmed that they are available for this meeting. A discussion of what will be needed identified a large viewing screen and digital projector as desirable. Deborah will share information on the Strategic Planning process. Shawn and Sara should attend this. Sara noted that all Board members have access the Save AFC drive on Google. docs. The 2017 Plan is located there. Neither Phil, Rachel, Tim nor Gloria have seen this document.

## **New Business**

The first item of business called for a vote by the Board to pursue a tenancy in the old NAPA building. No motion was specifically made. There is general agreement among the attendees that we should move forward with the LOI.

The Coop's financial information is needed to provide information for current planning and preparation of grant applications. Sara will find these records. Tim has been given access to Quick Books. A firm in Bellingham has provided help in the past and this group/person should be contacted to help with reporting. Deborah is most interested in "proforma" expenses needed to project sales. Tim has given Quick Books a cursory look. Deborah has no skills in this area. Tim does have experience with forecasting and business plans.

Rachel started a discussion of fund-raising ideas. She has some ideas in this area. She thinks that Aura could help with social media to raise awareness of the Coop. Shawn expressed concern about what would be shared. Rachel explained that the purpose was to make sure that people are up to date and excited about what is happening at the Coop. For instance, an on-line calendar with postings. No one in the organization has been assigned this role. Who would do it? Shawn expressed his discomfort with having Aura do this. The Coop Manager decides day-to-day operations. The Board is responsible for out-reach.

Sara has done the newsletter in the past but this was somewhat challenging. If Shawn will jot down information for Rachel and she can come up with a weekly plan. Shawn did not think this would be possible and requested clarification. Rachel noted that part of Strategic Planning was to make sure that social media is up-to-date, so she will come into the Coop and get the information directly from Shawn. Shawn agreed with this and added that Aura could post information about products. Rachel agrees with this plan.

The scheduling of our next Board meeting was discussed. Gloria asked for clarification as to whether this meeting was in place of or in addition to our regular 2<sup>nd</sup> Tuesday evening Board meeting. This meeting was a special meeting set up discuss plans that needed immediate attention. Deborah made a motion that our August 9<sup>th</sup> meeting be cancelled. Gloria seconded the motion. Phil and Tim voted "aye". There will be no

August 9<sup>th</sup> Board meeting. Deborah asked if we needed another meeting. Phil said that we don't until we have more information and confidence in our path forward.

The time on the Zoom meeting in progress was running out so there was a kerfuffle while the transition to a new meeting was made. To log into Zoom you need the email code input. Phil has an idea about Zoom on Google. Rachel suggested changing the current email associated with our Zoom account by getting a new Gmail account. Sara said that we already pay for a website to get email, [board@AFC.com](mailto:board@AFC.com). General agreement on using this site.

Deborah mentioned an earlier social media plan that was developed; look at the spread sheet and check out the email idea.

Phil discussed Skagit County E.D.A. Their goal is to help small businesses succeed. We should expose ourselves to the EDA. He will meet with them Monday a 10 AM at the Coop. Need to do a market survey and come up with a plan to help us be successful. Deborah has worked with them. Rachel asked if they do classes and Deborah said that they do.

For clarification, the AFC is not a non-profit organization, otherwise known as a "501-C3 corporation". The AFC is a not-for-profit. This distinction has implications when asking for donations during fund-raising. Our business license should reflect this distinction.

Phil asked for an update on the freezer status. Shawn has had no contact from Rick's on the compressor. Sara mentioned that SVCC has coolers available. She will make a visit to C2 and check out model numbers. Phil can go over as well. Sara will call SVCC and schedule a planned visit.

Tim made a motion to end the meeting. Gloria seconded the meeting. All voted "aye" and the meeting adjourned at 8:36 PM.

Respectfully submitted,

Gloria Shelton

AFC Board Secretary