

Alberta Cooperative Grocery Board of Directors Meeting

August 8, 2026 6:30-9:30pm

Meeting Held via Zoom

August 2026 Board of Directors Meeting Summary

- The Board discussed the following ARFs/Reports: Kitchen Updates, General Store Updates, CM/Board Audit Updates, Bylaw Revisions, Mini-Orientation, Store Trends Analysis, and Living Wage Discussion.

Directors present: Christopher A.D. (he/him), Kristen McKee (she/her), Eugene Rosolie (he/him), Lesley Farmer (she/her)

Owner Members & Guests: Beini S.,

Collective Management/Staff: Emily T., Josh B., Charlie B.

Board Support Staff:

- Board Link:** Shane Lei (they/he), **Board Administrator (outgoing):** Frankie Martinez (he/him), & **Board Facilitator:** Charlotte (she/her), **Board Administrator (incoming):** Brittany Bogue

Directors not present: Rochelle Mollen (she/her)

The Board began its agenda at 6:35PM.

1. Opening and check-ins.

- Participants shared how they're arriving at the meeting.

3. Owner Comment and Board Response

4 & 5. Decision: Review and approve agenda, approve draft minutes, and meeting agreements

- The Board approved the agenda and consent agenda. Consent Agenda items included July BoD Minutes.

6. Commitment Review

Number	Date Begun	Person/Group Responsible	Commitment	Deadline	Notes
1	12/2/25	Board/CM/Link	Monitor - Board/CM/Link joint audit due by April 15.	June - July 2026	<i>Discussing tonight</i>
2	1/6/26	SFPC PP	SFPC PP will report back with updates on each point of compliance as they are addressed, with an understanding that there will be at least monthly updates between Board Meetings. (L3 - Financial Condition Q3)	Ongoing	<i>Question: When was the last report given? Commitment: BMAD to follow up.</i>
3	2/3/26	Joy/General Store Team	Provide monthly report from the General Store to the Board, along with quarterly in-person updates.	Ongoing	<i>Received - ongoing</i>
4	2/3/26	Frankie	Offer assistance to Josh and Marketing with identifying public documents that are editable, improperly linked, or missing, and reviewing the current document posting process with any new team members.	August 2026	<i>No Update. Will send with final report and hand off to new Board Admin.</i>
5	March 2026	BMAD	Discuss revisions to the L6 policy.	September 2026	<i>Due in September</i>

6	March 2026	Link	Report L2 - Staff Treatment, Training, and Compensation	August 2026	<i>See email from Shane</i>
7	April 2026	Board Admin (Frankie)	Make updates to L7.2 and L7.3.1.	August 2026	<i>No Update. Will send with final report and hand off to new Board Admin.</i>
8	April 2026	Board Admin (Frankie)	Make updates from April Consent Agenda	August 2026	<i>No Update. Will send with final report and hand off to new Board Admin.</i>
9	May 2026	Board	Board to send any questions for NCDC to Eugene by May 7th to relay.	August 2026	<i>Will push to September 2026.</i>
10	May 2026	BMAD	Table before Annual Meeting to answer questions and make members more aware of the Board Elections & Bylaw Revisions process as it relates to G10.	July 2026	<i>Completed</i>
11	June 2026	BFC	Review G14 & L5 in preparation for August L5 monitoring & October audit recommendation.	August 2026	<i>September 2026</i>
12	June 2026	BFC	Submit Next Years Final Board Budget to CM	July-August 2026	<i>?</i>
13	June 2026	BMAD	Report: G7 - Building Board Capacity	July 2026	<i>Briefly discussed in June - Any additional action needed?</i>
14	June 2026	BMAD	Report - G5 - Individual Director Responsibilities	July 2026	<i>Discussed in June - Any additional action needed?</i>
15	July 2026	Board - Shane & Lesley	Orientation [in monthly Board meeting] this month. Required by G7.1.2.	August 2026	<i>Complete</i>
16	July 2026	Facilitator	Contact all directors to schedule October annual extended meeting (training).	August 2026	<i>Complete</i>
17	July 2026	Link	Notice SFPC PP - L3 Q2 due in September	August 2026	<i>?</i>
18	July 2026	SFPC PP	L3 - Financial Condition Full Year	August 2026	<i>?</i>
19	July 2026	Link	L5 - Asset Protection	August 2026	<i>September 2026</i>
20	July 2026	BFC	Submit CM Board Targets for next year	August 2026	<i>Will discuss at next BFC Meeting.</i>
21	July 2026	Lesley	Find last year's annual report and send it to Rochelle to use for updates.	August 2026	<i>Done.</i>
22	July 2026	Facilitator	Send Living Wage presentation to Board for minutes.	August 2026	<i>Done.</i>
23	July 2026	Rochelle	Rochelle to take minutes at annual meeting	August 2026	<i>Done.</i>
24	July 2026	Eugene	Eugene to share draft Board budget with Board.	August 2026	<i>?</i>
25	July 2026	Lesley	Write ARF to flush out organizational structure/tracking for Long Term projects for the August BoD Meeting.	August 2026	<i>September 2026</i>
26	July 2026	Chris	Write ARF to review the Capital Stack workshop in more detail.	August 2026	<i>September 2026</i>

7. Committee Reports

- Board Maintenance and Development (BMAD):
 - i. Had shorter BMAD Meeting and discussed how to track monthly discussion on Bylaw revisions.
 - ii. L2 Update - Voted to delay report.
 - iii. Short Orientation and Extended Orientation.
 1. Took opportunity to discuss outside training opportunities for extended orientation training.
- Community Engagement Committee (CEC):
 - i. Discussed details about Last Thursdays, Woodlawn Farmers Market, and Pedalpalooza Coop Bike Ride on 8/19 - still looking for participants and volunteers. Still planning 8/25 Staff/Board Social at Center for Joy from 2-4PM.
- Board Finance Meeting (BFC):
 - i. Rachel and Emily attended last meeting and the group discussed financial issues surrounding the co-op. Eugene also shared some trend graphs that we will be discussing tonight. Also reviewed the proposed Board Budget.
 - ii. Budget Discussion:
 1. Still need to do research into costs for the Leaven Facility rental.
 2. Facilitator notes that Leaven Center has shared they have some outstanding invoices they haven't sent.

8. Update - Kitchen

- Very brief background of the Kitchen Project was provided for guests.
- Reviewed updated financials.
 - i. Kitchen Sales
 1. July 2026 sales were up (best month to date) for Kitchen Sales. Also maintained consistent stock.
 2. As a result, Labor was higher but still within budget.
 - ii. Commissary Income
 1. Background of commissary clients was provided. Commissary income has gone down due to a loss of a big renter.
 - iii. Net Loss of the month of July 2026 was noted.
- Team has been meeting with the Kitchen Consultant and has been very helpful.
- Discussion/Questions
 - i. Will there be a report on Net Income after Quarterly Inventory is completed for the Kitchen? As this might reveal a more positive or negative situation.
 1. Inventory counts for the kitchen have not been conducted yet. It's noted accurate margin tracking is still a work in progress. Will provide a report once these activities begin.
 - ii. Are Jupiter and the new person still sharing manager responsibilities?
 1. Yes, that is still the understanding until another person is hired. A detailed update is still pending.
 - iii. Is the Kitchen tracking shrink now?
 1. This is something the consultant has discussed and the team is tracking daily. It's unclear if they are tracking regular reporting, but are monitoring daily.
 - iv. It's suggested that the Kitchen Team develop some sort of comment card to get feedback about recipes. It's suggested that a QR code near the food may be helpful.
 - v. It's noted that the frattas are amazing!

9. Update - General Store

- It's noted that the report was provided and linked to the Agenda.
- Emily provided a quick overview of the store
 - i. 20% increase in sales from Q1 to Q2.

- ii. The new pillar is completed!
- iii. Main goal currently is to get more bodies into the store. Focusing on seasonal items like Back to School sales.
- iv. Last December was a high sales month and they are trying to focus on optimizing as we approach December.

10. Update - CM/Board Audit Update

- Brief background of the audit was provided for guests.
- The current report is still in progress to discuss the audit information and is pending scheduling to move forward.
- Questions/Discussion
 - i. How is the decision made regarding who gets to join?
 - 1. It's open to anyone who would like to volunteer. Board and CM Members were asked approximately 2-3 months ago to join.
 - ii. How long has the audit been a practice, and how has it changed over time?
 - 1. Unsure how long practice has been going on, however many years ago it consisted of a report from the Board Link which summarized major updates from the last year as well as additional reports were provided to the Board. It's possible that it's been going on for a decade or more.
 - 2. Many years ago, CM requested that the Board provide a report about Board activities that mirrored the annual Board Link Report about CM activities.

11. ARF: Bylaw Revisions

- Background from ARF: BMAD has committed time to working on bylaw revisions each committee meeting for the next 10 months until the due date prior to the next annual meeting. It would be helpful to come up with a plan with the board about how to go about making bylaw revision proposals. What is the process of looking at what needs to be revised- i.e. take suggestions from others or start from the beginning and go through everything? What has been helpful/successful in the past?
- Bylaw revisions get approval from the Board and then CM.
- One important factor regarding bylaw revisions is that bylaws and the policy register interact closely with each other. It's noted some bylaws get referenced in other sections of the bylaws, so a process is needed to ensure all changes are consistent.
- Discussion/Questions
 - i. It's noted that part of the motivation for this coming up is that BMAD would have liked to propose some changes at the Annual Meeting, but it was felt there wasn't enough time. So the focus on starting the review process now would allow us to be in a better position to present changes at next year's Annual Meeting.
 - ii. Factors to consider
 - 1. Perceived Complexity to Making Changes to Bylaws
 - 2. At first glance - there are repetitions, typos, and other inconsistencies. Opportunities for improvement.
 - 3. Link was reviewed during the meeting:
<https://www.postcapitalistphilanthropy.org/>
 - iii. It's noted there is a difference between a non-profit organization and a co-op, and a co-op does need to adhere to Oregon Statutes and does require specific information. It's suggested that we may need professional help to make sure we are adhering to all applicable laws.
 - 1. It's noted that the bylaws were originally largely based on ORS 62.

12. Break from 7:30 to 7:40

13. ARF: Mini Orientation

- The following information was provided.

- i. **Highlights of ORS 62**
 - 1. What is a coop?
 - 2. Job Roles
 - 3. Director Positions
- ii. **Policy Register Summary**
 - 1. G Policies
- iii. **Links to the information:**
 - 1. **Oregon Law:**
 - 2. **Policy Register summary:**
 - 3. **Org Chart:**
 - 4. **Director Handbook:**
- Overview of ORS62 was provided aloud.
- Overview of the Director Handbook was provided aloud - Board Roles and Responsibilities.
- Brief review of G Policies as they relate to Officer Roles & Responsibilities for the upcoming elections.
 - i. This is also noted in the Policy Register Summary.
- Additional overview on various G Policies.
- It's noted G4 is the policy with overview of Board Officers and Responsibilities.
- Questions/Discussion:
 - i. Idea proposed someone other than Shane or Lesley lead this presentation next year and allow them to highlight any missing points.
 - ii. Thanks was shared to Lesley and Shane for the presentation.
 - iii. Book Suggestion from CAD: For The People

14. ARF: Store Trends Analysis w/Powerpoint

- The Board reviewed the provided presentation regarding financial trends.
- Notable Slides
 - i. Average Basket, CPI, CPI Food from 1/1/2022 to 05/01/2026
 - ii. Average Basket, CPI, CPI Food & Beverage - 6 Month Moving Average
 - iii. Customers and Ave Basket - Six Month Moving Average
 - iv. Overall Monthly Sales & MA Basket
 - v. Sales, CPI, CPI Food - Six Monthly Rolling Average
- Questions/Discussion
 - i. Does the coop have any information about their customers? Things like - why did they come to the coop (general shopping, a specific item, saw it on the street), how many people in their household, what other grocery stores they go to, age, approximately where they live, household income, etc
 - 1. Marketing has something in the works.
 - ii. It's recommended that it would be beneficial for the Board to track some of the known events/factors that may have influenced some of these fluctuations overtime. I.e., boycotts, floods, etc.
 - iii. Do you think seeing sales by Department would be useful and useful for who?
 - 1. An opinion is offered that yes, it would be helpful to the coop to help identify areas (departments) where improvement is needed and why it may have happened.
 - 2. Emily also shared they are beginning to look into Department specific figures, but asks if the Board would like this level of detail? Feedback/requests can be shared directly if any further discussion is requested.
 - iv. It's noted that surveys have been developed in the past, but the CM has not approved/chosen to move forward with them.
 - 1. It's also noted NCG may have an opportunity for consumer surveys and they are in discussion.
 - v. To Clarify, do Graphs include Kitchen and General Store Data?

1. The data was provided by Rachel, so it's unclear if the average basket includes just the grocery store or distinguishes between kitchen items. It's also unclear if the General Store is included in the data.
- vi. It's shared that there has been discussion about challenges of these fluctuations/trends and the barriers that the coop has in terms of capacity to fully address these.
- vii. Thought regarding the Sales & Basket Slide
 1. Could some of the dips be due to kitchen production? In terms that if someone is buying something from the kitchen (prepared food), would they buy less of other things?

15. ARF: Review Living Wage Presentation

- We previously had a presentation on Living Wage from People's Coop. This ARF is meant to provide an opportunity for the Board to discuss.
- Questions/Discussions
 - i. One Board member offered that a benefit of the presentation is that it surfaced the conversation of a living wage which is a well-intended effort to connect more with workers. Feedback from the presentation and after further reflection, it's noted how the idea of using donations/roundups toward a living wage is a form of tipping and those implications.
 - ii. Another opinion is offered that while it could be considered tipping, it could also be framed as a living wage fund that people contribute to. Concern is noted that the current financial situation should also be factored in.
 - iii. It's offered that there are 2 topics to address in this discussion: One is a Living Wage and the other is about creating a path forward for a more just economic system.
 - iv. Another opinion is offered that the argument of tipping hangs on a donation being made at the register by customers. It's offered that at People's, this process is a staff led program - so while Manager Owners may work in the store they don't work the register. So if the Board was able to use a program like GiveButter, it would minimize this concern of it being considered tipping.
 1. It's also offered that this presentation was just how one coop approached a Living Wage. An alternative option would be to look at "The Great Game of Business" as it may align more closely with ACG.
 - v. It's offered based on lived experience, People's and ACG have very different clientele which influence hesitation to the idea of engaging customers to ask for a living wage.
 - vi. It's also offered that while using a platform like GiveButter may be slightly different [than tipping], that it is a form of asymmetrical philanthropy that is experienced differently for people of color. It's important to believe feedback from people who are experiencing downstream effects.
 - vii. A suggestion was made to add/continue this conversation in Long Terms project:

16. New Commitments, Upcoming Monitoring, Long Term Commitments

Number	Date Begun	Person/Group Responsible	Commitment	Deadline	Notes
1	August 2026	President	Elect New Board Officers	September 2026	
2	August 2026	President	Determine Committee Membership	September 2026	
3	August 2026	BFC	Discuss/Decide whether to require a yearly audit or review at monthly committee meeting.	September 2026	
4	August 2026	SFPC PP	L3 - Financial Condition Q2	September 2026	

5	August 2026	Link	L1 - Customer Service & Value	September 2026	
6	August 2026	BMAD	G10 - Elections Committee (elections & bylaw revision)	September 2026	
7	August 2026	BMAD	G12 - Annual General Membership Meeting	September 2026	
8	August 2026	Emily (FC)	Follow up on with NCG regarding consumer behavior surveys	September 2026	
9	August 2026	Board	Reach out to Emily about the types of financial reporting they would like to see.	September 2026	
10	August 2026	BMAD	Follow up with Emily regarding monthly reporting regarding L3-Financial Condition Q3.	September 2026	
11					
12					

17. Board Meeting Summary For CM Posting

- The board received reports from the Kitchen, General Store and the Board Treasurer regarding Sales Trends.
- The board discussed living wage and the coop's role in supporting a more just economic system
- August 25, join us for crafternoon at the Center for Joy, Killingsworth, 2-4pm.

18. Long Term Projects

- Will add 1) Creating a Living Wage for Workers and 2) Being a Model for A More Just Economic System.

19. Check Outs + Looking Forward

- The Board adjourned its meeting at 9:07PM and went into closed session.