

These minutes are draft only. Minutes are not finalized until approved by the Alberta Cooperative Grocery Board of Directors at the following monthly meeting.

**Alberta Cooperative Grocery Board of Directors Meeting
September 8, 2026 6:30-9:30pm
Leaven Community Center**

September 2026 Board of Directors Meeting Summary

The board discussed the following ARFs/Reports: Kitchen Updates, General Store Updates, Monitoring L5 Asset Protection, Finance Presentation, G14 L5.11 Presentation, Tracking Long Term Projects

Present

Directors

1. Christopher DeAngelis, board member (he/him) (joined at 7:35)
2. Lesley Farmer, board VP (she/her)
3. Eugene Rosolie, treasurer (he/him)
4. Rochelle Mollen, president (she/her)

Collective Management/Staff

1. Josh B., Technology manager, (he/him) (left at 8)
2. Sarah G., backup board link, (she/her)
3. Emily T., SFPC PP (she/her)

Board Support Staff

1. Brittany B., board admin (she/her)
2. Shane L., board link (they/he)
3. Charlotte N., facilitator (she/her)

Directors Not Present

1. Kristen McKee

Meeting called at 6:45

1. Opening and check-ins

2. Owner Comment and Board Response

None

3. Consent Agenda

Decision: Review and approve agenda, approve draft minutes, and meeting agreements

- The Board approved the agenda and consent agenda. Consent Agenda items

included August BoD Minutes.

4. Meeting Agreements

5. Commitment Review

Commitment Review - 9/08/26

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	Ongoing
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)	Concluded 2026/08/10	See email from Kristen McKee 8/10/2026. BMAD determined that with the presence of the Financial Coordinator, these weekly updates are no longer needed.
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	Ongoing
4	2/3/26	Frankie	Offer assistance to Josh and Marketing with cleaning up public document folder.	August 2026	Brittany is glad to help, but would need some orientation
5	March 2026	BMAD	Discuss revisions to the L6 policy.	September 2026	Due in September <i>Push to October</i>
6	March 2026	Link	Report L2 - Staff Treatment, Training, and Compensation	August 2026	See email from Shane. Rachel wouldn't suggest doing a survey for a couple more months. <i>There will be an ARF next month</i>
7	April 2026	Board Admin (Frankie)	Make updates to L7.2 and L7.3.1.	August 2026	Frankie confirmed completed 8/31
8	April 2026	Board Admin (Frankie)	Make updates from April Consent Agenda	August 2026	Frankie confirmed completed 8/31
9	May 2026	Board	Board to send any questions for NCDC to Eugene by May 7th to relay.	September 2026	Pushed to September 2026 from August <i>Turned over to Kristen. Trying to get it so that they come to our October meeting. Expecting follow up from Kristen.</i>
10	June 2026	BFC	Review G14 & L5 in preparation for August L5 monitoring &	September 2026	Pushed to September 2026 from August

Number	Date Begun	Person/Group Responsible	Commitment	Deadline	Notes
			October audit recommendation.		<i>Should be complete tonight</i>
11	June 2026	BFC	Submit Next Years Final Board Budget to CM	July-August 2026	Complete
12	July 2026	Link	Notice SFPC PP - L3 Q2 due in September	August 2026	<i>Waiting on 2025 taxes. On track. Check in in October</i>
13	July 2026	SFPC PP	L3 - Financial Condition Full Year	August 2026	<i>Waiting on 2025 taxes. On track. Check in in October. May not be ready</i>
14	July 2026	Link	L5 - Asset Protection	August 2026	<i>September 2026</i>
15	July 2026	Eugene	Eugene to share draft Board budget with Board.	August 2026	DONE (old)
16	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>
17	July 2026	Christopher	Write ARF to review the Capital Stack workshop in more detail.	August 2026	<i>September 2026 Christopher. Moving to October</i>

6. Committee Reports

- BMAD
 - i. resolved special request updates.
 - ii. Wishes to continue receiving updates from the kitchen and general store.
 - iii. Tracking for long term projects postponed to Sept 9.
 - iv. Kristen is working on orientation and reviewing AORTA offerings.
 - v. G7 - no action required
 - vi. G5 - no action required
 - vii. Will be working on bylaws
- CEC
 - i. There was a Pedalpalooza ride on the 19th. Enjoyed by all, including several co-op workers. Double attendance from last year.
 - ii. Staff board social was cancelled on the 25th.
 - iii. Farmers Market during August's Last Thursday in the parking lot with board tabling
 - iv. Woodlawn Farmers market on the 29th - board tabled there. At a table two months ago, granola and samples were well-received. An attendee last month came to the board meeting
 - v. CM is exploring hiring a person for consultation work related to Peer Review Council
- BFC

- i. Most of the meeting was the presentation that was delivered during the 9/8 board meeting
- ii. Determined that no audit is needed this year due to recency of previous audit

7. Kitchen Update

- This month was pretty static.
- Kitchen coordinator hired. This person brings a lot of experience with working in fast-paced kitchens
- Numbers static until the new person has been onboarded in the next month or two.
- It is noted that on a recent visit, the case seemed very full.
- Loss and Labor are a bit lower than last month
- Budgeted for two kitchen coordinators
- Kitchen consultant continues to come back every two weeks.
- Probably working with him until the kitchen operation is well on its feet

8. General Store Update

- Record sales this month
- Last peak was 3 weeks ago. There is a positive directional move. Confident for Q4

9. Monitoring L5 Asset Protection

- Report is still out of compliance, as it was last year.
- Last year there was a financial report. CM decided on a bunch of work to do based on those recommendations. Some have been completed, some are still in progress. This is why it's out of compliance. This is nothing directors aren't already aware of.
- It is requested that a footnote be added to indicate that L5 requires an audit every 3 years. The legal requirement is every 5 years.
Commitment: BMAD will add this footnote.
- Recorded in policy monitoring chart
- **Board accepted L5 Asset Protection report as out of compliance, with an approved plan for compliance.**

10. ARF #1: Finance Presentation

- This report condenses info from the last several months
- Directional growth is encouraging
- Strong increase from January despite some operational challenges
- General store is still ahead of the kitchen due to consistency.
- Looking forward to Q3 and Q4
- Labor efficiency over the years was reviewed. Data of sales per labor hour was pulled. It was found that the higher the Sales Per Labor Hour (SPLH), the more efficient we are. The trend is toward more efficiency.
- Margin review - actuals of Jan - July. (August is not available yet). Grocery, Perishables, produce are the largest gross margin contributors.
- Believes 2026 will be a better baseline given the disruptions of the past few years.
- Reviewed sales against budget. Q2 and Q3 are looking better. Slightly under budget

- Grocery remains important. It will be necessary to maintain financial strengths and address places where targets aren't being met. For kitchen and general store - working toward sustainability while managing operating costs and CPLH.

11. ~ Break from 7:50 to 8:00 ~

12. ARF #2: G14 L5.11 Presentation

Reviewed whether an audit is necessary and determined that it is not because an audit was done in 2024. BFC reviews the audit requirement yearly as a check to ensure an audit takes place at least every 5 years. Because it was done in 2024, we are within the required range.

13. ARF #3: Tracking Long Term Projects

- Background: This ARF was submitted to explore how the board should approach this section of the agenda.
- Began with strategic planning and long range planning
- Touched on capital fundraising and who is in charge of that
- The need to get from owners for the board to act on.
- In terms of how we structure the conversation - that is yet to be revealed. We should work toward a way that we talk about this in the meeting.
- **For next meeting**
 1. Move Long-range planning discussion to follow committee reviews
 2. Determine whether that move felt productive

14. Review: New Commitments, Upcoming Monitoring, Long Term Commitments

1. Follow up on replacement at the General store
2. BMAD will talk about how to talk about long range projects and bring that to the meeting
3. BMAD will add a footnote to L5
4. Facilitator will confirm where extended meeting will be held
5. July numbers will be added to L5 (done)
6. October Monitoring items are already done
7. L1 - is being prepared for October.
8. L3 - data should be ready next month. (quarterly)
9. L3 - annual may not be ready for next month

15. Board Meeting Summary for CM Posting

- Last week, the general store had the best sales week of the year
- Emily provided a great presentation with a financial update. We're starting to rebound from Q2 losses. Trending in a positive direction.
- Welcomed Brittany (admin) and Sarah (new back up board link)

16. Check Outs + Personal Win

The board adjourned at ~9:05 and went into closed session.