

Agenda for October 13, 2026 ACG Board Meeting

6:30-9:30 pm

Meeting to be held on [Zoom](#)

#	Item	Pgs.	Reference	Participants	Intended Outcome	Time	Total Time
1	Check in			All	Grounding	0:05:00	5
2	Owner Comment /Board Response			Owners/ Directors		0:05:00	10
3	Consent Agenda	1 - 2	Today's Agenda September 2026 Minutes (public) L5 Footnote Update to Check Signers *Note remote voting occurred on L3.11 Unbudgeted Non-Capital Expense for HR Consultant v.1	All	Decision	0:03:00	13
4	Meeting Agreements		Meeting Agreements Board Meeting Guide Acronym Overview Document	All		0:02:00	15
5	Commitment Review		Commitment Review	All	Updates	0:05:00	20
6	Committee Reports		BMAD CEC BFC	All	Discussion	0:10:00	30

#	Item	Pgs.	Reference	Participants	Intended Outcome	Time	Total Time
7	Update		Long Term Projects	All	Discussion	0:15:00	45
8	Update		Kitchen Update	Josh	Update	0:10:00	55
9	Update		General Store Update	Emily	Update	0:10:00	65
10	Monitor		L1	Shane	Monitor	0:15:00	80
12	ARF #1		ARF: Shared Board Audit Presentation	Sarah		0:20:00	100
13			Break			0:10:00	110
14	ARF #2		Placeholder: review the Capital Stack workshop in more detail	Christopher		0:10:00	120
15	ARF #3		Approve exemption the CM from L2 2026 Reporting	Christopher		15:00	135
16	ARF #4		V.4 Proposed Bylaws Change	BMAD	Discussion & Decision	0:10:00	145
17	ARF #5		Food Co-Op Dialogue Studio: What do we mean by "Political"	Lesley	Report/ Discussion	0:10:00	155
18	ARF #6		L3.11 Unbudgeted Non-Capital Expense for HR Consultant v.1	Lesley	Decision [remote vote requested 9/28]	0:10:00	165
19	ARF #7		L6 Language update v1	Lesley	Discussion and Decision	0:15:00	180
20	Review		New Commitments Upcoming Monitoring	All	Overview	0:05:00	190
21	Check Out			All	Finishing up/ Team Building	0:05:00	190

FYI documents (in packet but not on agenda):

- Board Link FYI
- [Board Spreadsheet for Meeting & Agenda Due Dates](#)
- [Comprehensive Yearly Board Calendar](#)

Bike Corral (potential future topics):

- [Role of the Board](#)
- Director expectations

Meeting Agreements

Respect the Process

Value each other's contributions by arriving on time and prepared, raising your hand before speaking, and holding everyone accountable to the meeting structure.

Foster Inclusive Conversations

Share your thoughts openly, assume good intentions, address offense with empathy, and embrace diverse viewpoints and experiences.

Listen and Learn

Keep an open mind, encourage participation, ask questions to foster mutual understanding, and expect to be changed through the meeting process.

ACG Board Meeting Guide for New and Prospective Members

The following document generally outlines the format of agendas for Alberta Cooperative Grocery Board of Directors Meetings. Each standard agenda item is described for the purpose of mitigating confusion among new and prospective Board Directors as well as ACG co-owners and members of collective management who may wish to attend meetings.

Check In

- Each meeting we do a round of intros to check in with each other, to help ground us and transition into the meeting, and to learn each other's names and pronouns if there are people in the meeting who aren't acquainted.
- During intros the facilitator will ask everyone to share their names, pronouns, and will usually ask folks to share how they're doing if they feel comfortable to do so.

Owner Comment & Board Response

- During each meeting there is space for any Cooperative Owners to share any comments, concerns or questions. Following any comments made by owners, the board is given a chance to respond during the "Board Response" section of the agenda. Meetings frequently contain no comment from owners, and meetings are often only attended by Board Directors and Board Staff.

Consent Agenda

- The Consent Agenda is a set of items which have been looked over by Board Members before the meeting, which are voted on as a group before the meeting begins, along with the night's agenda.
- Board members are able to ask that items on the consent agenda be moved onto the main agenda if they would like for them to be discussed, or ask to amend the main agenda.
- The consent agenda is a way to systematically and officially approve things which directors have agreed upon outside of Board meetings, so they can be documented in the meeting minutes as being approved. An example of an item which is always included in the consent agenda is the previous meeting's minutes.

Meeting Agreements

- The meeting agreements are often gone over during the meetings, especially if new or less experienced members are in the meetings, or if guests are in attendance
- The meeting agreements are as follows:

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Listen and Learn

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Commitment Review

- The commitment review is a spreadsheet of commitments previously taken up by Board members or Board support staff. During this part of the agenda, the facilitator will read off each commitment, asking whomever it is assigned to where they are at in the process of completing their commitment. The Board Administrator will notate commitments which have been completed, as well as new due dates for commitments if requested.
- The commitment review generally takes a while to go over, and can be very confusing for those not familiar with the meeting process. If you feel confused, don't worry!
- The commitment review is gone over early in the meeting so as to be clear about everyone's responsibilities when discussing other topics during the agenda.
- As the meeting goes on, the Board Facilitator, Administrator and Link will all attempt to note new commitments that have been taken up. We will go over these at the end of the meeting, and add them to next month's commitment review.

Committee Reports

- Committees which have met during the last month will share what they discussed during their last meeting and what they are currently working on
- The ACG Board has the following committees
 - The Community Engagement Committee (CEC)
 - The Board Maintenance and Development Committee (BMAD)
 - The Board Finance Committee (BFC)

ARFs

- ARF stands for Agenda Request Form. These are forms used to submit agenda items for Board meetings. During the main agenda the Facilitator will use submitted ARFs to give context for items as they are discussed.
- ARFs submitted by Board Directors or Staff will contain:
 - the topic to be discussed or voted on
 - the background context for the agenda item
 - the policy language which may be changed if there is a proposal in the ARF to be approved
 - the time the submitter of the ARF wishes to have allocated in the agenda for the topic at hand
 - and whether the item requires a discussion, decision or both.

Review

- The last section of the meeting is reserved for reviewing **upcoming policy monitoring, long term projects** and **reviewing new commitments** which have been taken up during the meeting with the purpose of adding them to the commitment review spreadsheet.

- Policy monitoring is the process by which the board reviews reports from the Co-ops Collective Management in order to determine compliance or non-compliance with co-op policies. At the end of meetings, the facilitator will go over what policies will be monitored in the following month's meeting and whether the policy is meant to be monitored by a Board Committee or the Full Board of Directors.
- At the end of the meeting the Board Facilitator, Administrator, and Link will go over new commitments which were taken up during the meeting to assure they are all added to the commitment review.

Check Out

- Before the end of the meeting the Facilitator will have those in attendance go around and repeat their names and pronouns, if everyone in the room is not already well acquainted, and share something they are looking forward to, whether related to the Board or otherwise.

Board of Directors Abbreviations and Acronyms

- ACG: Alberta Cooperative Grocery
- ARF: Agenda Request Form
- BA: Board Administrator
- BF: Board Facilitator
- BL: Board Link
- BoD: ACG Board of Directors
- CEC: Community Engagement Committee
- BFC: Board Finance Committee
- BMAD: Board Maintenance and Development Committee
- EC: Elections Committee
- SFPC: Strategic & Financial Planning Committee
- SFPC PP: Strategic & Financial Planning Committee Point Person
- CM: Collective Management

Board Spreadsheet for Meeting & Agenda Due Dates

Month	ARFs Due for Board Meeting	Agenda Planning Date	Agenda Packet Documents Due	Board Packet Sent Out	Board Meeting Date
January 2026	December 25	December 25	December 29	December 30	January 6
February 2026	January 22	January 22	January 26	January 27	February 3
March 2026	February 19	February 19	February 23	February 24	March 3
April 2025	March 26	March 26	March 30	March 31	April 7
May 2026	April 23	April 23	April 27	April 28	May 5
June 2026	May 28	May 28	June 1	June 2	June 9
July 2026	June 25	June 25	June 29	June 30	July 7
August 2025	July 23	July 23	July 27	July 28	August 4
September 2026	August 20	August 20	August 24	September 1	September 8
October 2026	September 24	October 1	October 2	October 6	October 13
November 2026	October 22	October 29	October 30	November 3	November 10
December 2026	November 17*	November 24*	November 27	December 1	December 8

* Dates adjusted due to Thanksgiving

Comprehensive Yearly Board Calendar

	Process	Responsibility	Who Monitors/ Reviews	Desired Outcome
January				
<i>Board/CM/Link joint audit due by April 15.</i>	Monitor	Board/CM/Link		Joint Meeting
L4 - Budget/Planning	Monitor	Link	BFC	Approval
G14 - Annual Audit Recommendation	Report	BFC/SFPC PP	Full Board	Approval - CA
Confirm scheduling of annual or full audit with SFPC PP	Email	Link		Confirmation of audit date
February				
<i>Earliest month to receive annual meeting date from CM (G12.1). New commitment at meeting.</i>	ARF	MOD0/Link	Full Board	Approval
<i>Notice SFPC PP - L3 Q4 due in March</i>	Email	Link		Confirmation of L3 report scheduling
L7 - Collective Management Link Replacement/Sub; Link Replacement/Substitute	Monitor	Link	BMAD	Approval
March				
<i>Approve annual meeting date from CM?</i>	ARF	MOD0/Link	Full Board	Approval
<i>BMAD/Full Board - Review Governance overview</i>	ARF	BMAD	Full Board	Review
L3 - Financial Condition Q4 (prior year)	Monitor	SFPC PP	Full Board	Approval
Dividends Recommendation	Discuss	BFC	Full Board	Discussion/Feedback
<i>Initiate the nomination process for CM directors</i>	ARF	Link	CM	
April				
<i>Contact Design CM to request fliers at annual meeting of decisions made at previous meeting.</i>	Email	President/Treasurer		Confirmation of flier printing
<i>Last month to receive annual meeting date from CM</i>	ARF	MOD0/Link	Full Board	Approval
L2 - Staff Treatment, Training, and Compensation	Monitor	Link	Full Board	Approval
Dividends Decision	Decision	BFC	Full Board	Approval
Bylaws Revision Proposals	Endorse	Any sponsor	Full Board	Approval

ACG Yearly Internal Audit - Board, Management, Board Link	Discuss	Board/CM/Link	See name & comment	Approval
G3 - Policy Governance Review Process	Report	BMAD	Full Board	Approval - CA
May				
Notice SFPC PP - L3 Q1 due in June	Email	Link		Confirmation of L3 report scheduling
June				
Finalize annual report to membership for annual meeting	Discuss	President/Treasurer		Completed annual report
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.	Table	BMAD		
L3 - Financial Condition Q1	Monitor	SFPC PP	Full Board	Approval
Notice SFPC PP - L3 Full Year due in August	Email	Link		Confirmation of L3 report scheduling
July				
BFC - Review G14 & L5 in preparation for August L5 monitoring & October audit recommendation.	Discuss	BFC		Discussion/Feedback
Annual meeting - provide decisions from previous annual meeting.	Report	Pres/Treas/Design		Fliers distributed
G5 - Individual Director Responsibilities	Report	BMAD	Full Board	Discussion
G7 - Building Board Capacity	Report	BMAD	Full Board	Approval - CA
Submit Next Years Final Board Budget to CM	Report	BFC	Full Board	Submit Completed Budget
August				
Orientation [in monthly Board meeting] this month. Required by G7.1.2.	ARF	Board	Full Board, Support	Orientation completed
Contact all directors to schedule October annual extended meeting (training).	Email or ARF	Facilitator	Facilitator	October extended meeting scheduled
Notice SFPC PP - L3 Q2 due in September	Email	Link		Confirmation of L3 report scheduling
L3 - Financial Condition Full Year	Monitor	SFPC PP	Full Board	Approval

L5 - Asset Protection	Monitor	Link	Full Board	Approval
Submit CM Board Targets for next year	Report	BFC	Full Board	Submit Final Targets
September				
<i>Elect new Board officers</i>	Vote	President		Decision
<i>Determine Committee membership</i>	Discuss	President		Decision
<i>BFC - Discuss/Decide whether to require a yearly audit or review at monthly committee meeting.</i>	Discuss	BFC		Decision
L3 - Financial Condition Q2	Monitor	SFPC PP	Full Board	Approval
L1 - Customer Service & Value	Monitor	Link	Full Board	Approval
G10 - Elections Committee (elections & Bylaw revision)	Report	BMAD	Full Board	Approval - CA
G12 - Annual General Membership Meeting	Report	BMAD	Full Board	Approval - CA
October				
<i>BFC - Last month to bring recommendation to the Board if financial audit/review is needed.</i>	Report	BFC		Approval
<i>Annual Extended Meeting</i>	Meeting	Fac/VP/Secretary	Full Board, Support	Complete training for new Board
November				
<i>Notice SFPC PP - L3 Q3 due in December</i>	Email	Link		Confirmation of L3 report scheduling
L6 - Board & Management Communication Guidelines	Monitor	Link	BMAD	Approval
M4 - Monitoring Management Performance	Report	BMAD	Full Board	Approval - CA
December				
<i>Form Election Committee (G10.1)</i>	Discuss	President		Decision
L3 - Financial Condition Q3	Monitor	SFPC PP	Full Board	
M3 - Assignment of Responsibility to the Management	Review	BMAD		
Presentation of approved budget and annual plan	Report	SFPC PP	Full Board	Approval
M5 The Role of the Link	Report	BMAD	Full Board	Approval - CA
-END-				