Agenda for Tuesday, November 10, 2026 ACG Board Meeting

6:30-9:30 pm

Meeting to be held at Leaven Community Center

5431 NE 20th Ave

#	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** **October 2026 Minutes** **October Extended Meeting 2026 Minutes (Pending)**	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** **[No BFC this month]**	All	Discussion	0:10:00	30
7	Update		**Kitchen Update**	Josh	Update	0:10:00	40
8	Update		**General Store Update**	Emily	Update	0:10:00	50
9	Update		**Long Term Projects**	All	Discussion	0:15:00	65

#	Item	Pgs.	Reference	Participants	Intended Outcome	Time	Total Time
10	ARF #1		**L6 Policy Register Language Update v.2**	BMAD	Discussion/ Decision	0:15:00	80
11	ARF #2		**Cadence for Public Committee Meeting Minute Posting**	All	Discussion/ Decision	0:15:00	95
12	ARF #3		**Dialogue Studio Recap**	All	Discussion	0:10:00	105
13			**Board Targets for CM [pending]**	BFC	Discussion	0:10:00	115
14			**Break**			0:10:00	125
15	Review		**New Commitments** **"Board Meeting Highlights" (link to draft for edit and approval)** **Upcoming** **Monitoring**	All	Overview	0:05:00	130
16	Check Out			All	Finishing up/ Team Building	0:05:00	135

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:

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.

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				
Board/CM/Link joint audit due by April 15.	**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				
Earliest month to receive annual meeting date from CM (G12.1). New commitment at meeting.	**ARF**	**MODO/Link**	**Full Board**	**Approval**
Notice SFPC PP - L3 Q4 due in March	**Email**	**Link**		**Confirmation of L3 report scheduling**
L7 - Collective Management Link Replacement/Sub; Link Replacement/Substitute	**Monitor**	**Link**	**BMAD**	**Approval**
March				
Approve annual meeting date from CM?	**ARF**	**MODO/Link**	**Full Board**	**Approval**
BMAD/Full Board - Review Governance overview	**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**
Initiate the nomination process for CM directors	**ARF**	**Link**	**CM**	
April				
Contact Design CM to request fliers at annual meeting of decisions made at previous meeting.	**Email**	**President/Treasurer**		**Confirmation of flier printing**
Last month to receive annual meeting date from CM	**ARF**	**MODO/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				
Elect new Board officers	**Vote**	**President**		**Decision**
Determine Committee membership	**Discuss**	**President**		**Decision**
BFC - Discuss/Decide whether to require a yearly audit or review at monthly committee meeting.	**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				
BFC - Last month to bring recommendation to the Board if financial audit/review is needed.	**Report**	**BFC**		**Approval**
Annual Extended Meeting	**Meeting**	**Fac/VP/Secretary**	**Full Board, Support**	**Complete training for new Board**
November				
Notice SFPC PP - L3 Q3 due in December	**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				
Form Election Committee (G10.1)	**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-				