

MACOMB FOOD CO-OP BOARD MINUTES

September 18, 2018

PRESENT: Gordon Rands, Randy Powell, Pam Rands, Jeanne Nehls, Tim Mealiff (at 7:30 pm), Rose Elam, Sydney Null by phone

Guests: Margaret Ovitt and Clare Kernek

The meeting was called to order by Gordon at 6:35 pm in the WIRC office.

MINUTES. The September 4, 2018 minutes were considered. The minutes were approved with a motion by Randy, a second by Pam and were approved unanimously.

Finance. Pam presented a 12 month trailing report. Highlights of that report are as follows:

July	\$14,816.71 income less expenses =	\$ 2,503.25 net
August	\$11,976.71 income less expenses =	-153.49 net
September	\$10,053.73 income less expenses =	821.89 net (incomplete month)

Pam explained that the \$800 (\$600 + \$200) rent in August was to make up for the \$400 rent we were mistakenly charged in July. \$700 rent in September was the result of a \$100 deposit for establishing our Macomb water account. Ameren is also requiring a deposit that can be paid in three monthly installments of \$264 each. This deposit will be refunded at the end of 12 months. Jeanne asked about the \$125 figure under Advertising. It is NPR/WIUM monthly cost to run two announcements each week, one morning and one afternoon. After discussion, Randy moved and Rose seconded to discontinue the NPR ads and devote those funds to other forms of marketing, starting in October. Rotating advertising dollars seems to be a good use of our money. The motion passed unanimously. Crystal could use help in researching advertising possibilities.

Pam said our Domain renewal is up in November. It had been for a three year period. Pam was able to renew the Domain website service for another three years for \$250.

Jeanne asked why the Payroll figures varied so much each month. Pam explained that it depends on how many pay periods are in each month, as we pay every two weeks.

The second financial report showed a Fixed Cost and Monthly Set-Aside Total of \$14,059.15. Pam said that includes average COGS (Cost of Goods Sold). Our Total Monthly Income was reported at \$13,006.96, resulting in a shortage of \$1,000 per month. Jeanne asked how many more people are shopping since our owner meeting? Crystal said more are. Randy asked since we are paying for our own water, shouldn't we have trash pickup included? Yes.

Rose asked why several of the 12 month trailing figures changed in Pam's September 4 report, as compared to previous reports? She thought they should be constant. Pam said yes, they should be constant but explained that she corrected some errors and cost categories, which changed the figures. Pam offered to share her books with Board members. Jeanne said ideally we need to hire a fiscal person for 10 hours per week to help Pam. The Treasurer and Bookkeeper should be two different people. Pam is meeting with Sean Park on September 19 to get his input on our financials, record keeping and report making.

Market Manager.

- Karen Hostert's thoughts on the Volunteer Coordinator role were shared in an email.
- Crystal has been working on the Farm Tour brochure; it was decided to print 100. Jeanne and Randy offered to provide rides. Posters will need to be placed in businesses.
- Crystal and Pam have been in discussion/researching the POS integrated system for its purchase.

Communications. Margaret reported:

- The next Buzz will come out on October 6 and it will be a special election issue.

- The Annual Meeting was discussed. Board members will make a main dish/soup and everyone else can bring a dish to share. Voting will occur during the meal from 6-7:00 pm. Ballots will be collected at 7:00 pm. Board members Randy, Jeanne and Tim could count the ballots as they are not up for re-election. Additional items discussed: A 30 day notice is needed (Margaret will draft); a poster in the store (Sean Park will be asked if he can make it); the ballot box in the store for absentee votes and then at the meeting; a voters guide and ballot in the store and for every table at the meeting; a list to check off voters; Coffee with the Candidates on September 29, 8:30-10:00 at the Old Dairy. Rose offered to make copies using the WIRC copier (3 cents for black/white; 8 cents for color).
- Prepared Foods Manager. The position has been listed on FB and Indeed, using the previous advertisement. There was no start date listed. It is an attempt to put feelers out to find someone. Margaret feels we have to have the capital first. Jeanne feels it is irresponsible to hire someone until we have the funding.

Store Committee. Randy said we will be facing a rent increase in January. We do not have figures from MDTC on buying our current building on contract. Discussion followed about co-locating with other like-minded businesses. We need to be aware of our possibilities in case we are forced out of the current building because of the cost.

Prepared Foods (PF). Back to this topic, and following additional discussion, it was moved by Jeanne to raise \$3,000, for the PF Manager salary and supplies for two months, before we hire. Randy seconded the motion. Syd asked if we could indicate we will put some profits toward something specific. She feels we are in a pattern of asking for money and would like to see something more comprehensive. We know we have to be self-sustaining. Randy feels we are on an upward trajectory. Restarting PF is our attempt to continue that, which will increase our profit. It is our belief that PF 2.0 could save us. Crystal stated it's best to show results. Jeanne asked if we should divert some of the Silent Auction proceeds to the PF Manager salary? Syd felt this is not a good operating model and it destroys trust. Jeanne amended her motion to raise \$5,000 to cover a three month period before hiring the PF Manager. The motion passed unanimously. Gordon asked if there was a volunteer to chair this "Staff the Kitchen" campaign? No one was willing to head the committee at this time. We will get a start on it and try to recruit some volunteers.

It was proposed to spend the \$2,000 grant money in three ways: Kevin's consulting (which will be less than \$1,000); \$1,000 on the POS consulting; and possibly send Crystal to another co-op for training.

Employee Evaluations. Crystal reminded the Board that Paul's performance review is overdue. He has been working at the co-op over three months. No action was taken.

Farm to Fork Dinner. The store will close at 6:00 pm on September 26 to allow Crystal to attend the event.

Volunteer Coordinator. Brainstorming created a list of volunteer opportunities:

An additional volunteer at the store on Wednesdays
 Analysis of store locations
 Member drive
 Staff special events
 Research prices on new and used equipment
 Staff the kitchen campaign
 Office filing and organizing
 Finish Business Plan
 Advertising options
 Treasurer/financial background assistant
 Seamstress to finish sewing the shopping bags
 Farmers Market table coverage, especially October 20
 Member drive
 Product research
 Research texting program

Word Press assistant
Grant research and writing
Prepared Foods assistants

Syd suggested we differentiate between specialist versus general volunteer opportunities.

UPCOMING EVENTS.

October 1. Co-op Board Meeting. 6:30 pm. Location: First Presbyterian Church, north door, Fellowship Hall (basement)

October 7. Farm crawl!

October 16. Co-op Board Meeting. 6:30 pm. WIRC offices

October 27. Harvest Party/Annual Meeting/Board nominations, First Presbyterian Church, Dudley & Carroll Streets, 6:00 pm potluck, 7:00 pm meeting

ADJOURNMENT. The meeting concluded at 9:02 pm.

Respectfully,

Rose Elam, Secretary