

MACOMB FOOD CO-OP BOARD MINUTES

September 4, 2018

PRESENT: Gordon Rands, Randy Powell, Pam Rands, Rose Elam, Sydney Null by phone, Tim Mealiff

Guests: Margaret Ovitt, Clare Kernek, Brian Davies, Dale Sobotka, Lisa Morrow

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

MINUTES. The August 21, 2018 minutes were considered. The minutes were approved with a motion by Pam, a second by Randy and were approved unanimously.

Rose asked that a correction be made to the July 24, 2018 Board Minutes, Finance Report. A \$5,000 loan was received from an Owner, not a Board member. Randy moved to make the recommended correction, Tim seconded. The motion was approved.

Finance. Pam announced that after the August 28 owner meeting, an anonymous donor gave Pam a \$3,500 check, as a gift, to purchase the POS system. The Board was pleased to hear this. Pam next 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 =	-216.21 net

Pam also provided a running average for July 2017 to July 2018, as well as August 2017 to August 2018 reflecting the following figures:

July	\$13,645.98 income less expenses = \$	7.53 net
August	13,655.32 income less expenses = \$	-148.18 net

On another subject, Pam also sent the master owners list after she and Jeanne reviewed it and made corrections. The Board was asked to look the list over and let Pam know if they knew of other members who have moved from Macomb or passed away. They found that some subscription agreements have been misplaced. Crystal will import that list to the Mail Chimp list.

Market Manager. Gordon read through Crystal's report in her absence, which included the POS purchase; the successful Outdoor Concert; texting program costs; farm tour on October 7; October is National Co-op Month; fall Farmers Markets; turkey sales in November. August's Online Market profit after paying producers was \$1,155.37. It was a five week month and there were 467 orders. August's in-store sales were \$5,178.63; sales minus cost of goods sold was \$2,070.20. Sales have picked up after the Owner Meeting. Maddy has sent Crystal her Prepared Foods recipes and pricing. Kevin O'Donnell will be creating a production sheet. Not all the systems have been completed; Crystal will work with Kevin to finish the process. Brian asked how much of the grant has been spent thus far? Pam thought about half, or \$1,000. **We need to determine the grant deadline.** CORE POS training may be needed to spend the grant.

Communications. Margaret provided a written summary of answers received to the three following questions distributed at the Owners Meeting.

What owners currently like/want to stay the same?

Are there areas in which the Co-op could improve?

What is your vision for the direction the Co-op should take over the next 5-10 years?

Richard Chamberlain created a special page using Mail Chimp for Board candidates' to answer a questionnaire electronically. The deadline for candidates to submit their answers will be determined. Margaret will publish the answers in the next newsletter, as well as a photo of each candidate and will use this information on the ballot. Addressing a concern made by Brian, the questionnaire also asks the candidates' permission to publish the information publicly. Discussion followed about the ballots and absentee ballots. Pam made a motion that the Board approve the

candidates' ballot as presented by Margaret and use the voting method discussed; Randy seconded the motion. The motion was approved unanimously.

Store Committee. Randy spoke with Jay Griswold of the Telephone Co-op. Jay relayed to Randy that MDTC will no longer pay our utilities, being power and water, effective September 7. Our rent will stay the same for the remainder of 2018. MDTC will be looking at the market value to determine rent in 2019, and indicated they would do incremental increases when increasing the rent. Pam will make the arrangements to get the utilities in our name. Jay also relayed that MDTC would be willing to sell us the building, which includes the shed and lot. We would like to have more information on buying and what the real estate taxes are. MDTC indicated that the utilities run \$300-350 per month. They would like us to sign a new lease on January 1.

Owner Meeting. There were 68 people in attendance. We felt the owners came away with a better understanding of the need to shop. Did they understand the importance to volunteer? We didn't get a chance to talk about prepared foods in-depth. Margaret got feedback from some who felt there could have been more financial information presented; they were expecting more related to finances because that was what was stated when announcing the owner meeting. How are we going to pay for unbudgeted utilities and increased rent? How many realized we are out of money? Pam would like to put out a clearer financial statement of where we started, where we've been, and where we are now with Sean Park's help. Lengthy discussion followed regarding cutting costs.

Lisa said some of her friends were under the impression they had to be an owner to shop. Another friend thought they could only shop 3 times as a non-owner. Lisa offered to buy a sign that would be more visible as drivers went by. The message "everyone can shop here" is not getting out. Lisa asked if we knew which businesses might let us post co-op fliers? She offered to contact businesses and would make a list of those that will. Gordon's impression was that most in attendance did not want to see the co-op cut its hours. Pam's impression from the owners was advertising and communication are needed, thus bringing people in to buy. Jeanne made a list of comments from the Owners Meeting which she sent to the Board; we reviewed her list. Tim said looking at Margaret's and Jeanne's notes, the owners feel growth is key, not cutting back. Specialize instead of expand. Karen Hostert has indicated an interest in being a Volunteer Coordinator. Margaret would like Karen to work with the Communications Committee. We need volunteers that can run the POS; Margaret is interested in being trained. The Board supports Karen being appointed as a Volunteer Coordinator (VC). We will work on the VC duties by email. We need well trained volunteers. We end up buying way more from UNFI than we want to; Fortune Fish may be the way to go. We need to find our niche – selling items customers can't find elsewhere. No Board member supported cutting store or employee hours.

Pam made a motion to authorize the expenditure of the \$3,500 gift to buy the POS equipment, which includes training. Tim seconded Pam's motion. The motion passed unanimously.

Board Nominations/Election. Gordon said seven petitions have been submitted. Rose's petition was late. Pam moved and Randy seconded to nominate Rose as a Board candidate to the ballot. The motion approved unanimously. Elaine Lucas has indicated an interest in running but has not submitted a petition. Randy moved and Tim seconded to nominate Elaine Lucas as a candidate to the ballot.

Current Board members and their expiring term year:

Gordon Rands	2018
Pam Rands	2018
Rose Elam	2018
Tim Mealiff	2019
Jeanne Nehls	2019
Randy Powell	2020
Sydney Null	2020
Anthony West vacancy	2019
Steve Yeast vacancy	2020

With three Board members with terms ending in 2018, three should be elected for terms ending in 2021. Until Sydney resigns in October, there are two unfilled Board positions, with one one-year term ending in 2019 and one two-year term ending in 2020.

Task Forces. Bill Maakestad still wishes to help fund a food cart. Bill is willing to serve on a Food Cart Task Force to research this.

Prepared Food Manager. After considerable discussion, Randy moved to advertise for this position. Tim seconded the motion. The motion passed unanimously. Crystal cannot be performing the PF Manager duties. It will require 20 hours a week. The food will be made fresh four days per week. We want the training to continue with Kevin.

UPCOMING EVENTS.

September 26. WIU Farm to Fork (Homecoming week)

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

October 7. Farm crawl

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