

MACOMB FOOD CO-OP BOARD
SPECIAL MEETING-MINUTES
November 5, 2018

PRESENT: Randy Powell, Jeanne Nehls, Tim Mealiff, Rose Elam, Margaret Ovitt, and Dusty Berg

The meeting began at 4:30 pm at Dusty's office.

ELECTION OF OFFICERS. Randy asked for nominations.

Margaret nominated Tim as Interim Treasurer.

Jeanne nominated herself as Vice Chair.

Jeanne nominated Margaret as Chair.

Dusty nominated Rose as Secretary.

Margaret moved and Dusty seconded that the Slate of Officers be accepted as nominated, noting that Tim's position is temporary. The motion passed unanimously.

Today, Jeanne compared receipts to the Rands' expense sheet, and verified that the \$3,662.44 expenses incurred since May were accurate. They were for Costco purchases, one Kolona purchase, and four ink purchases. All receipts were accounted for and filed at the Co-op.

Margaret spoke to Cindy Butler (Carey Calculations) about doing the Co-op's bi-weekly payroll and quarterly taxes, at a cost of \$40 per month for payroll and \$25 for the taxes, totaling \$145 per quarter. Randy made a motion to hire Cindy to do these two tasks. Dusty seconded the motion. Tim asked what else we would need Cindy to do? Jeanne said we can consult the Co-op's Business Plan which lists the Treasurer duties. Randy's motion passed unanimously.

In conversation with Cindy, Margaret learned that Cindy was not doing our corporate income taxes, as Pam had previously told us. The Board did not know this. On September 7, Pam had sent Cindy a 238 page spreadsheet. Cindy felt she could not work with that spreadsheet and consulted with her husband Greg, who agreed. Cindy informed Pam of that. Cindy told Margaret that a November 15 filing needs to be done. Discussion followed about sales taxes being paid on time and when the last time annual taxes were paid. If we send our Quickbook information to Cindy, she could do our bookkeeping, which would cost \$250 per month.

Margaret proposed hiring Cindy on a month-by-month basis until we get through this web of information. Dusty made a motion that we pull the list of duties for the Treasurer from our Business Plan to share with Cindy to obtain a clear idea of what she could do for us and at what cost so we can make a decision at our next meeting. Then we need to decide who will do the remaining work. Jeanne seconded. The motion passed unanimously.

Store hours and employee hours were discussed. More discussion on this will occur at our November 13 meeting with Crystal's input. Jeanne will track purchases from 9:00 am-noon in months of September and October to help us with this decision.

Margaret asked if she could call Bruce, a CPA in Madison, to find out what the Co-op's tax filing status is? It was agreed Margaret should gather as much information as she could.

COREPOS is to be installed on January 8, which will take over the tedious job of entering receipts.

It was agreed that Margaret and Tim should be added to our bank account.

To respond to Pam's question – did we want her help with the financials? We should let her know we are investigating hiring an accountant and we need her and her expertise in the transition.

ADJOURNMENT.

The meeting was adjourned at 5:45 pm.

Respectfully submitted,
Rose Elam, Secretary