

**MACOMB FOOD CO-OP BOARD
SPECIAL MEETING MINUTES
November 9, 2018**

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

The meeting began at 5:00 pm at Dusty's office.

A motion was entertained to establish a policy that only the GM procure/order supplies and make payment for those supplies. A motion failed to be made. It was felt we need to talk to Crystal regarding this subject.

In a conversation with Ray Bunch at Citizens Bank, Margaret reported there is no evidence of the Co-op paying taxes since 2014. Cindy at Carey Consulting can use the 2014 tax return to build on, but she needs balance sheets for each following year. In an effort to get on sound financial footing, Dusty made a motion that Margaret contact WIU's Accounting Department to obtain help in building the balance sheets; it may be free. Jeanne seconded the motion. The motion passed unanimously.

Rose will check with Pumo Insurance to see if we have Errors and Omissions insurance.

After further discussion, Dusty moved that we cut an employee from the staff; hire Cindy on a month-by-month basis for bookkeeping services at \$300/month; and discuss further cuts at our November 13 meeting. Tim amended the motion to read: we cut part-time hours in half; hire Cindy on a month-by-month basis for bookkeeping services at \$300/month; and discuss further personnel/store hour cuts at our November 13 meeting. Randy seconded Tim's motion. Jeanne stated we need to know we have cut enough to afford the bookkeeping charges. The motion approved unanimously.

Tim asked if we had a policy for who can run the Co-op's cash register? We do not. It has been our policy to keep it limited to Board members, Jeanne Davenport, and Brian Davies. Suzan Nash and Jerri Scott (and Margaret) have indicated an interest to be trained.

Regarding the Co-op credit card, Jeanne will check to see who is authorized to use the Co-op credit card. Rose moved and Randy seconded that Jeanne and Tim be added to the account. The motion passed unanimously.

NOTE FROM ROSE: In thinking about how the WIRC's credit cards are handled, a few staff have credit cards with their name and agency name on them, kept in a locked file. If any staff need to use the card, they have to sign it out. Anyone can use Rose Elam's card if they are allowed to sign it out. No store ever asks if they are Rose. So it may not be necessary to add Jeanne and Tim to the card.

Margaret reported that Ann Knowles, Producer, agreed to serve on the Co-op Board. Dusty moved to appoint Ann to the Co-op Board. Jeanne seconded the motion. The motion passed.

Margaret asked everyone to review the Co-op Bylaws.

ADJOURNMENT

The meeting was adjourned at 5:55 pm.

Respectfully submitted,
Rose Elam, Secretary