

MACOMB FOOD CO-OP BOARD MINUTES

Special Meeting Minutes

December 17, 2018

BOARD MEMBERS PRESENT: Margaret Ovitt, Tim Mealiff, Rose Elam, Dusty Berg, Ann Knowles, Maureen Wallen, Jeanne Nehls

The meeting was called to order by Margaret at 5:30 pm at Dusty Berg's office

UPDATE ON WORKERS COMP INSURANCE. Dusty reported on his, Jeanne, and Pam's meeting with Chris Pumo at Pumo Insurance regarding our recent Workers Comp audit and resulting \$497 charge. Workers Comp premiums are based on estimated payroll for a year. The Co-op's payroll was \$12,000 over our estimate, which is the result of the \$11,000 we paid Maddy. Chris is going to split the charge of \$497 into two payments; \$249 due January 23 and \$248 on February 23. For the August 23, 2018-August 23, 2019 year, the Co-op has paid towards the 4 pay billing - \$449 in August, paid \$233 in October and will have a \$363 bill due in December, and a \$265 in February. Mo asked if we could pay monthly? If we do, we have to pay an \$8 service fee for each payment.

Jeanne made a motion to use the Workers Comp 10-pay billing between now and April and switch to quarterly in April. Ann seconded the motion. The motion passed.

DIRECTORS AND OFFICERS INSURANCE. Dusty continued. The Co-op does not have a current D&O policy with Pumo Insurance; it had one for the year 2013-2014. Mo moved to shop for and obtain a D&O policy; Dusty seconded the motion. Dusty will ask for a quote from Pumo and from Michael Eddy at Citizens Bank. Motion passed.

BUSINESS LIABILITY POLICY. Dusty said we have coverage of \$27,000 of contents, but feels we need more, possibly \$50,000. He has asked for quotes on this coverage from Pumo and Eddy. He will check with Crystal and Brian to get their opinion on that amount and will have figures ready for our January Board meeting.

Mo asked if a bundled policy would get the Co-op a better premium? Dusty said generally, WC insurance carriers are different than the other carriers.

APRIL 2019 CALENDAR. A brief discussion about our 3rd anniversary being a good time to launch a membership drive. We need a Membership Drive Chair with a Board member on that committee.

PREPARED FOODS. A brief discussion was held about having special foods to draw in customers during the winter months when garden produce is not available. Ann suggested breakfast sandwiches. Wurst Wednesdays was a tried and true event.

MDTC. Margaret and Dusty will be meeting with Jay Griswold (December 18). Margaret wants to introduce herself. After discussion about what topics to have with Jay, it was decided to make the meeting an exploratory one. Dusty made a motion to ask Jay what the MDTC's plans are for our building. Ann seconded the motion. The motion passed. We feel we have already had a rent increase when we had to start paying utilities.

USDA HEALTHY FOOD FINANCING INITIATIVE GRANT. Crystal found this application which appears the Co-op meets all the criteria. The grant is for retail businesses that provide local, fresh food to an underserved area. Clare Kernek has offered to take the lead on the grant and write the narrative portion. Jeanne will get a wish list from Crystal for two locations – our existing location as well as another location - Dr. Culver's empty eye care office on South Randolph Street. This information will be provided to Clare for the grant application.

UPDATE REGARDING MEETING WITH CINDY CAREY-BUTLER. Margaret informed the Board that Cindy cannot do our back tax returns; she does not have time to build the balance sheets. Cindy suggested using our bank statements to build a balance sheet. This will require someone to go through every bank statement, starting in 2014. Jeanne offered to start the process. Pam has offered to help. Brian may be willing to help, as well as Charlotte Morrow, retired School

District Finance Officer. Mo suggested contacting Charlotte to get her opinion on how to start the process. Margaret feels Crystal should have Quickbooks on her computer and is willing to pay that cost.

CRYSTAL'S OVERTIME HOURS. It was clarified that our last discussion (December 4 meeting) of Crystal's overtime hours included talking about a recent 7.5 hours accrued. The Board decided those hours would be put in her Comp Accrual Account. Crystal cannot, as an hourly employee, **by law**, earn compensatory time, and going forward from December 4, she must be paid for overtime.

APPROVE PAST SPECIAL MEETING/ES MINUTES. Rose asked for the opportunity to make the suggested changes and submit them in written form to the Board before we consider approving them.

ADJOURNMENT. The meeting concluded at 6:44 pm.

Respectfully,
Rose Elam, Secretary