

Macomb Food Co-op Board Meeting Minutes

March 11, 2019

Present: Margaret Ovitt, Jeanne Nehls, Rose Elam, Ann Knowles, Maureen Wallen

Guest: Anne Burton

Staff: Crystal Kepple by telephone

TOPIC/ACTION	NOTES	ACTION ITEMS
Call to order at 6:25 pm		
Members Comments	None	
Board Education	Margaret shared information she received from the Up and Coming Conference about board meetings and preparation, i.e., having reports in ahead of time, so meetings can address decisions that need to be made instead of getting bogged down in reviewing reports.	Meeting Board Reports will be submitted in a timely manner prior to the meeting to allow time to be read. Action Items will be sent out to Board members within two days after meeting.
Board's Personal Check-in	Share and listen	
Review & Approve Agenda	Margaret requested Roberts Rules of Order topic be moved to the April agenda	Add RRO to the April agenda
February 18, 2019 Board Meeting minutes	Margaret asked for more specific wording on the Action Item dealing with back taxes. Motion: Ann / Second: Jeanne Vote: approved with revision	Wording was revised to say "Margaret will ask Cindy @ Carey Calculations to file an extension for 2018 taxes since the 2014, 2015, 2016 and 2017 taxes haven't been filed."
Board Business: Finance	Margaret learned from the Up and Coming Conference the importance of having a Treasurer. Tim has been serving as Interim Treasurer.	Jeanne will send out the list of Owners to the Board members. Margaret and Maureen will approach people that were discussed.
Board Business: Focus Group	Jeanne shared store shopping data	Jeanne will share the data with John Gruidl to have him help select our Focus Group. Jeanne will add the LFM sales to our sales data.
Board Business: Lease Considerations	Guest Anne Burton discussed pros and cons of having a lease. A lease would control the amount of rent. Commercial leases spell out which party is responsible for what expenses. The relationship is defined and tailored to the needs of each party.	Informational – no action
Reports: Store Design	Jeanne asked that this be an April meeting agenda topic Alan Nemec, Brenda Sayre, Will Terrill, and Jeanne Nehls have agreed to serve on this committee.	Add Store Design to April Agenda
Reports: Market Manager Sell-by dates	Crystal's written report was available for review prior to the meeting Motion: Jeanne / Second: Ann Approved certain products (such as canned goods, Tahini, chocolate) to be reduced close to sell-by dates, then placed on a reduced price table. Vote: motion approved	The Board modified their previous policy of not selling out-of-date products. No meat or dairy products will be sold after its sell-by date. Crystal will research what other food Co-ops do with their expired products.

Reports: Market Manager Round-Up for a cause	Crystal asked for permission to hold a cash register round-up for one week for producer Kim Bush Motion: Rose / Second: Margaret Vote: motion approved	Crystal will select a week for this event The Co-op will donate one week of its cash register round-up contributions to producer Kim Bush
Reports: Market Manager Store credit card	Credit card usage charges	Margaret will thank Pam Rands for bringing this to our attention.
Reports: Market Manager Store Maintenance	Bathroom door closer & garage door sweep Hollisters recommends the furnace filter be changed monthly and the silver freezer hard-to-reach condenser coil be cleaned regularly	Rose will write thank you notes to Rich Wallen and Dick Marcott Jeff Elam will take care of the Hollister recommendations.
Reports: Producer Committee	Ann's Producer Report was available for review prior to the meeting Farm to Fork Dinner tentative plans were revealed. The Producers Meeting had about 30 attendees. The producers are receptive to growing new products.	Ann will be sourcing ingredients from local producers for Farm to Fork. The Co-op will be invited to have a booth at the F to F Vendor Fair.
Reports: Events Committee	The Silent Auction Committee is meeting weekly as the March 23 event is nearing	
Reports: Finance Committee	The Finance Committee members were identified as Jeanne Nehls, Charlotte Morrow, Margaret Ovitt, with an Advisory Panel of Dianna Blue, Sean Park, Brian Davies, and Julie Anne Picket. Two goals were identified for the Committee's attention. Bank balance is reported as \$4,795.48	
Review New Assigned Action Items		Action items can be found in this column.
Enter Executive Session	Enter into Executive Session at 8:20 pm Motion: Rose / Second: Jeanne Vote: approved	
Exit Executive Session	Exit ES at 8:34 pm Motion: Rose / Second: Margaret Vote: approved	
Action following Executive Session		None
Meeting Adjourned at 8:35		
Upcoming events	March 30 – Egg Event April 8 - Next Board Meeting April – Store's 3 rd anniversary April 13 - Sitka Salmon at the Co-op September 29 – Farm to Fork Dinner	