

Macomb Food Co-op Board Meeting Minutes

May 13, 2019

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

Guests: Larissa Berg, Brian Davies Employee: Crystal Kepple

| TOPIC/ACTION | NOTES | ACTION ITEMS |
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| Call to order at 6:20 pm | Chair Dusty Berg called the meeting to order | |
| Members Comments | Upon hearing about Crystal's resignation, Brian Davies stated that Crystal had been a great employee and she will be difficult to replace. The Board agreed. | |
| Next work session | Monday, May 20, Dusty's office; 5:30 pm | |
| Board's Personal Check-in | Jeanne suggested getting rid of a broken display piece. The Board agreed. | |
| Review & Approve Agenda | No changes to Agenda | |
| April 8, 2019 Board Meeting minutes | Minutes approved as presented | |
| Review Action Items | | <ul style="list-style-type: none"> Rose will pursue parking lot stripes Jeff Elam changed the store's furnace filter Ann is still researching coolers Crystal will take head shots of Board members who haven't had their pictures taken yet Maureen will pursue signage on the east side of the building & painting a mural on the garage door |
| Board Business: Hiring Committee has begun search for a Store Manager to replace Crystal Kepple, who has resigned | The hiring committee consists of Randy Powell, Tim Mealiff, Dusty Berg, and Jeanne Davenport. Job description details and benefits were discussed as well as hours. Crystal is working on a binder containing duties and details. | Six resumes have been received and will be shared with the Board; Dusty will bring resumes to May 20 work session Crystal offered to volunteer her time to help train the new Manager |
| Board Business: Volunteer Coordination/Training | Volunteer trainings were set for Tuesday and Thursday, May 14 & 16 Jeanne reminded Board members that she is the liaison between the Board and Karen Hostert, Volunteer Coordinator | Jeanne will call those interested in being trained on POS or who want a refresher. Jeanne will ask Karen to schedule workers for particular times to cashier. |
| Board Business: Orphan Committees - Store & Communication | Rose will head the Store Committee; Clare Kernek is currently serving on ad hoc Communication Committee | |
| Board Business: Focus Group participants | Jeanne will be meeting with John Gruidle. We want to learn from these participants why they think people don't shop and what we can do to encourage them to shop more. | Board members will call their selected owners to see if they could meet with John Gruidle on May 23 or 28 from 5-6:00 pm at the store |
| Report: Market Manager | Crystal's Market Report was accepted and she was thanked for her detailed written report of duties. Clarification is needed – can non-owners be volunteers? Yes they can. It might entice them to become owners. | Carissa Kinman will be coming to the store May 14 to offer her home delivery services of local foods. It would be great to partner with her and her husband. Dusty will try to be in attendance. Dusty will also reach out to Sunita |

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| Board Business: Market Manager con'd. | | George and Raymond Greene to find out how they want to be involved with the Co-op. Crystal urged the Board to reach out to Pam to get/learn her fiscal knowledge as soon as possible. |
| Report: Market Manager con'd. | Thank you notes are needed for Sterling Kernek, Krista Bower Sharpe, Marcia Brown and Dan Curtis for their Co-op contributions. | Rose will send these thank you cards |
| Report: Producer Committee | Maureen suggested that Ann Knowles be the point of contact/communications contact with producers. Crystal recommended Jeanne Davenport also be included as she knows all the producers. Ann will have a new product – hemp (CBD) oil. They recently planted 5000 seedlings. Crystal suggested we have more producer-run events. | Ann Knowles will assume this responsibility. Ann will talk to the Roseville producer to see if the Co-op could carry their beeswax oil. They are going to press the hemp into oil. Ann will talk to the producers about using less plastic in packaging their products |
| Report: Events Committee | Third Anniversary celebration discussion. 60 Friday evening brat sales. 60 egg sandwiches were given out Saturday morning. Thank you to Ann for the eggs & sausage. Stephanie of the Health Department informed us we need a \$175 annual license to cook/sell brats if we have this event frequently, conflicting what we were told by another HD rep. | A Food Handling License should be obtained by a Board Member. Margaret offered to get one. |
| Report: Events Committee | Dusty is working on the July 13 Summer Music Festival event. He suggested we consider choosing a non-profit to donate the door cover fee to. | |
| Report: Finance Committee | Bank balance is \$11,713.68 Credit card discussion | Co-op credit card holders will be updated |
| Report: Membership GM Training Store Redesign | No reports | |
| Review New Assigned Action Items | | Rose will email the Action Items to Board members following the meeting |
| Meeting Adjourned at 8:15 pm | The Board heartily thanked Crystal for her devoted work and creativity and wished her the best. | |
| Upcoming events | May 20 – Work Session @ 5:30 at Dusty's June 10 - Board Meeting @ City Hall July 10 – Sitka Salmon event July 13 – Summer Music Festival August 21 – Sitka Salmon event September 19 – Farm to Fork Dinner October 2 – Sitka Salmon event October? - Farm tour | |