

Macomb Food Co-op Board Meeting Minutes

August 12, 2019

Present: Dusty Berg, Jeanne Nehls, Rose Elam, Ann Knowles, Tim Mealiff, Randy Powell, Maureen Wallen

Guests: Brian Davies, Larissa Berg

TOPIC/ACTION	NOTES	ACTION ITEMS
Call to order at 6:20 pm	Chair Dusty Berg called the meeting to order	
Member Comments		
Next work session	Tuesday, Aug. 20, Dusty's office; 5:15 pm	Topic: Co-op's future Topic: Annual Meeting agenda to include Focus Group comments
Board's Personal Check-in	Sang happy birthday to Jeanne Nehls!	
Review & Approve Agenda	No changes to Agenda. Agenda approved.	
July 8, 2019 Board Meeting minutes	Minutes approved as presented	
Facebook Messages & Responses	Concerns about who is responding to FB questions.	Randy volunteered to monitor the Co-op's FB account and respond to questions.
Producer Payment Policy	Brian suggested we increase the producer minimum check amount from \$10 to a higher amount. Motion: Ann / Second: Randy Motion passed.	Policy adopted: Producer checks will be written once their balance owed is \$25 or more.
Report: Market Manager	No Market Manager. No report.	The few Indeed applicants' resumes received were not what we were looking for. GM Search tabled.
Report: Producer Committee (Ann)	The Focus Group participants shared that they are concerned/frustrated that the best products sell out by 5:15 pm on Fridays.	Attempt to notify members of excess/surplus products on FB on Thursdays, as well as using our texting system. Ann will contact Home Fresh. We have had no contact with them for three weeks.
Report: Events Committee (Dusty)	Summer Music Festival and possible dates discussed.	October 12?
Report: Annual Meeting	The date of October 5 was selected.	Rose will check availability of First Presbyterian Church. Note: We were able to book the church for October 5.
Report: Election of Officers	Slate must be announced by Sept. 10. Call for Candidates must be sent out by August 16. It will be sent out with the Friday Invitation to Shop.	Tim will contact Jean D. to post a Call for Candidates with the Invite to Shop. Get ballot box and Board Applications set out in the store.
Report: Finance Committee (Brian)	Brian reported a bank balance of \$1,471.20 as of July 31. He also presented: 1: Fiscal Year-End Balance Sheet 2: Cash Flow Statement for July 1-31, 2019	Our bank balance was \$3,921.70 at the end of June; a big concern. Without a Market Manager, there will be no payroll, payroll tax, or Workers Comp expenses going forward.
Report: Purchasing	A concern was voiced about purchasing too much inventory.	The person purchasing should get the approval of another Board member prior to purchasing items.
Report: Store Committee (Rose)	Randy will let Jay (landlord) know about	Note: Landlord took care of these two

	a bad ballast and broken toilet lid, as well as share our financial situation.	maintenance items. Parking stripes and store signage projects on hold (Rose) Dusty will find out how much our building's property taxes and insurance are.
Report: Membership (Maureen)	Our membership list database needs to be updated. Jeanne N. and Pam Rands had been updating it until about two months ago.	Maureen will update the database with Brian's assistance. Membership Drive on hold at this juncture.
Report: Communication (Tim) Clare Kernek, Margaret Ovitt, Richard Chamberlain (FB posts, newsletter, website, and texting program)	No report	
Policy on Expiring Products	Motion: Jeanne / Second: Rose Motion passed.	Texting to members should be done ahead of a product expiring offering discounts. Policy adopted: At the General Manager's discretion, products nearing expiration can and should be discounted 30-50%.
Report: Volunteer Coordination	Jeanne reported that we have five volunteer cashiers. There are so many issues that all volunteers don't know how to handle such as gift certificates, answering the telephone, etc. It is an ongoing concern. After the call to members for volunteers, we got only one volunteer.	Brian offered to start cashiering. Jean D. has been responsible for LFM posting every week, limiting her from leaving town.
Report: Employee Handbook	Final version presented. Randy suggested including volunteers with employees. Motion to approve with suggested addition: Ann Second: Rose Motion passed	The Co-op's first Employee Handbook was adopted
Review Old Action Items/ Review New Action Items	Reviewed old Action Items	Rose will email the new Action Items to Board members following the meeting
Meeting Adjourned at 8:05 pm		
Upcoming Events	September 9 - Board Meeting @ City Hall, 6:15 pm TBD – Summer Music Festival? September 19 – Farm to Fork Dinner October 2 – Sitka Salmon event October 5 – Annual Meeting, First Presbyterian Church October - Farm tour?	