

Belfast Co-op Board of Directors Meeting, August 25, 2011 Minutes - FINAL and for web

PRESENT: Jeanne Gail, Wayne Kraeger, Debbi Lasky, Paul Nyren, Bindy Pendleton, Kip Penney, Phil Prince, Jerry Savitz, Paul Sheridan, Zafra Whitcomb. ABSENT: Russ Barber STAFF: Chris Grigsby, Joe Jordan, Mylisa Vowles.

FACILITATOR: Zafra Timekeeper: Debbi Vibe: Phil Scribe: Jeanne

ANNOUNCEMENTS: 1) PermaBlitz garden installation at Elizabeth Garber's home in Bayside this Saturday with lunch, supper potluck, and music by David Dodson. 2) Tomorrow 8/25 is Fedco Bulb order deadline. 3) Our new website is up, virtually complete, already receiving raves. 4) Debbi needs help stacking wood.

MINUTES REVIEW: One addition under Member Comments: containers "that are clean." Accepted with 8 in favor, 0 opposed, 2 abstaining. No redactions for the web.

MEMBER COMMENTS: A written complaint about plastic containers in the deli, specifically the #5 clear clamshells, prompted discussion. We will accept and recycle all plastic originating from the Co-op, but can't handle all, so don't advertise this service. Clear plastic containers display the contents of foods in the deli case. Suggestion: use paper containers for take-out? Food waste from compost bin, kitchen, and produce is now going to Kinney. A customer was upset about not being admitted to the book sale area before opening time at Customer Appreciation Day. Henceforth, signs, curtains, covers might be used to corral browsers. Critique of CAD: people liked the combined raffle baskets and membership information table, food, music, and health presenters. There were 1500 customers in the store that day, a 40% increase for \$25,000. While labor hours reflecting >60 staff clocked in are not yet available, all the food except a portion of the burgers was donated. We don't expect a profit on this event, but hope to reduce staff time by recruiting more voluntary work in the future.

GENERAL MANAGEMENT TEAM REPORT: Written report received. Sales and customer count were up for July, generating a profit, amount depending on how pay periods are accounted for. Plans are to let summer staff go, reduce hours for front end and hours generally in the fall. The new Grocery Dept. manager is Michael Scott, formerly worked in Meat and Cheese. The tobacco poll was 2:1 against selling based on a small return. Credit and debit card charges are out pacing profits. It would not encourage sales to prohibit card use, since average sales are about \$17-18. Customer education about the cost of these charges is essential. We encourage the use of cash and co-op gift cards for smaller purchases. The least costly way to avoid Co-op expense at the check-out is for members to add dollars to their paper cards in lump sums, and spend them down as needed. Upcoming events listed.

MEMBERSHIP COMMITTEE REPORT: Verbal report. Present were Mylisa Vowles, Karen Gleeson, Karin Wittmann, and Jeanne Gail. Most of the meeting involved editing text about membership for the website, aiming for an inclusive tone. Bullet points were re-arranged to highlight member benefits first, then obligations, and finally advantages for the community.

BOARD DEVELOPMENT COMMITTEE REPORT: Written report received. Present: Bindy and Zafra. Board evaluation tools will be provided now, to be completed and returned by the Sept. meeting, for BOD committee to process and report results in October. The Executive Committee needs definition as to who is on it: it was moved that the 4 officers constitute this committee, 9 in favor, 0 opposed, 0 abstaining. Bindy and Debbi will formulate job descriptions for officers. The LRP and BOD Development committee will propose details for the mini and major retreats in November and January.

MANAGEMENT OVERSIGHT COMMITTEE REPORT: Written report received. A proposed Political

Action Policy, 2nd draft was circulated. It conforms to our Bylaws, Mission, and Values statements. The bottom line is that we do not act on an issue that even appears to support a political party, group, candidate, or person. The process to be followed is that the GMT decides whether to act on an issue, e.g., by signing letters or petitions, endorsing legislation, affiliating with a group. If the GMT has questions, they go to the Board or the Executive Committee for clarification.

FINANCE COMMITTEE REPORT: Key Financial Indicator sheet received. Jerry gave a verbal report. The committee met twice. The loss reported for July was “astounding,” mainly due to labor costs. Employee numbers and, and hours per employee largely accounted for expenses. Losses in HABA sales were notable, also in bulk and wine. Attempt to improve profits in the deli by adding supplies and a kitchen assistant were counter-productive due to increased cost of supplies. In the near future, the committee will meet bimonthly, prepare a monthly budget, focus on non-essential labor costs, such as special projects and committee meetings.

LONG RANGE PLANNING COMMITTEE REPORT: Written report received. Present: Chris (facil), Jeanne, Zafra, Wayne (MOC), Bindy (MOC), Paul S. (notes). Time spent working on the political action policy. As an aside, the process for permitting “tabling” or soliciting at the front door, was clarified. There is a Solicit/Inform Form for Goldy to approve. If he has a question, it goes to Joe, then to the GMT. The solicitor keeps one copy and another copy is retained on file. The possibility of moving our fiscal year end to March 31st (Mike Nickerson’s choice) to simplify timing of annual meeting planning, elections and voting, dispensing patronage dividends was aired. This will require more work from the Finance and Bylaws committees. Another idea being floated is instituting a non-profit arm of the Co-op as a 501c3, also will require research and preparation before any decision.

BUILDING AND GROUNDS COMMITTEE REPORT. No meeting or report. Maintenance projects this month included a new toilet in the customer rest room, and a new upright freezer.

MEETING REVIEW: Homework: complete board eval. tools. Finance Committee will have a draft budget. Cost work-up for CAD

NEXT MEETING: September 22nd. The day before MOGFA’s Common Ground Fair. Agenda: Finance will need 20 minutes. Facilitator: Bindy. “Boxer” person to bring the Board Box: Bindy. “Snacker” person to co-ordinate refreshments: Debbi.