

BELFAST CO-OP BOARD MEETING June 28, 2012

PRESENT: Mark Dittrick, Jeanne Gail, Betsy Garrold, Chris Groden, Debbi Lasky, Paul Nyren, Bindy Pendleton, Kip Penney, Meg Peterson, Phil Prince, Jerry Savitz, Janis Stone, Tony Swebilius, Zafra Whitcomb

GMs: Chris Grigsby, Mylisa Vowles

ABSENT: Wayne Kraeger, Joe Jordan

FACILITATOR: Kip Scribe: Jeanne Timekeeper: Bindy Vibe: Debbi

ANNOUNCEMENTS: Coastal Farms and Foods will open July 15th.
Our contact information list, and our committee list are going around: please double-check for accuracy

MINUTES: Accepted as corrected: 7 in favor, 0 opposed, 7 abstained. Web: no changes.
It was proposed that we post the minutes on a bulletin board at the store, but no action was taken on this. To speed up posting minutes on the website, the scribe will email a draft to Phil as well as Zafra a week before each Board meeting, and Phil will send the corrected final version to the Web manager.

MEMBER COMMENTS: None

GENERAL MANAGEMENT TEAM: Written report received. Of note the Store is doing well over budget for May, and June so far. Local sales continue to increase, boosted this month by sales of seedlings. Customer Appreciation Day is approaching, and the GMT urges BOD members to sign up to help out: their help will reduce hours and extra work by staff. GMTs are also asking the Board to get newcomer bios and photos in for the Website, get the prior minutes in for the Web, and to arrange for a Board contribution for the Newsletter--bimonthly, only 6 times a year. NCGA actions: dept. mgr. trainings, flyer program slated for September, new Co-op video streaming. We will use the video player that formerly aired New Chapter ads for Co-op educational materials. These topics prompted several questions from new members: do we inform customers when producers are bought out by another company? how do the members, or the Board, know or control whose products we sell? is there a written purchasing policy? is there a policy to verify that an eco label is valid, or how to respond if it is not? These issues will be tabled until a later time.

FINANCE COMMITTEE: Written and chart reports received. They report substantial increases in revenue and net income for May over last year, impressive increases for both on a yearly basis, all well over budget. it appears as though our self-financed improvements in infrastructure are paying off already. Our

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FINANCE COMMITTEE: Written and chart reports received. They report substantial increases in revenue and net income for May over last year, impressive increases for both on a yearly basis, all well over budget. It appears as though our self-financed improvements in infrastructure are paying off already. Our "days of cash on hand" shows a rising trend toward the goal of "teens." Our Compensation-to-sales ratio has fallen into the 25% range, also an improvement over last year. The discussion on discount structures was postponed until next meeting.

BOARD DEVELOPMENT: Written report received. Most of the outstanding items on the Board's list have been completed or are near completion: updating the Handbook, Member contact information sheet, committee list, new member orientation and tours. The Board calendar remains to be formalized: Bindy will present a draft at the next meeting. There is room for improvement at our meetings, i.e., staying on agenda, prioritizing discussion when new questions arise, a policy for adding time for discussion. Currently the agenda writer plans time for less active committees purposefully, assuming that the agenda can be adjusted as needed at the start of the meeting.

MEMBERSHIP COMMITTEE: No separate meeting, see LRP below. CAD sign-up sheet is going around.

BUILDING AND GROUNDS COMMITTEE: Verbal report. The floor in the employee bathroom has been repaired. Work is in progress on the mold mitigation in the downstairs office. An air exchange unit may be needed. Estimates are being sought for refurbishing the employee break area and creating additional office space. To date one estimate of \$18-20,000 has been received: it seems high. Upcoming improvements being planned are fire safety signage, smoke/heat detectors and pull boxes. Rehab of the meeting room is a remote project: silencing of the compressor noise is much to be desired.

LONG RANGE PLANNING COMMITTEE: Written report received. Membership committee members Debbi and Mylisa met with the LRPers. Much of the discussion was about how to involve members in Co-op activities. Even if we had a non-profit arm associated with the Co-op, the IRS would look

adversely upon any appearance of volunteers doing jobs for the Co-op. We don't know whether volunteers for a non-profit would be covered by insurance. The events most in need of member volunteering are Customer Appreciation Day, Annual Meeting, and Board elections. Members are more likely to volunteer if their tasks are clearly defined, well supervised, time limited, and fun. Mylisa will have staff CAD planners list jobs for volunteers and post them by July 1st.

MANAGEMENT OVERSIGHT COMMITTEE: Written report received. The committee met with the GMT to discuss store management issues: middle management labor costs, ramifications of our current trend of strong sales, discount strategies, and plans to refinish the staff break area and conference room, and create additional office space in the basement.

WASTE REDUCTION AD HOC COMMITTEE: Verbal report of an informal meeting. Belfast City transfer station plans to take most kinds of plastic within a year., but will not go to "single-stream" refuse recycling, while the Co-op still has a contract with Cosella for "single-stream" recycling. We need a policy on waste reduction and management. Eventually we need to reduce packaging of products we sell.

MEETING REVIEW: As mentioned in BOD report section, we need to prioritize discussions during our monthly meetings, rather than let conversations range into unplanned and uncharted territories....

Homework: Jeanne will get prior minutes current drafts to Phil
Janis and Chris Groden will present ideas for providing refreshments before meetings
Phil and Debbi continue updating BOD handbook
Mark will speak with BOD Development and resolve his Code of Conduct issue
CAD BOD volunteer sign up sheet
Contact info sheet
Committee list
new BOD class will complete their bios and photos for the web
Bindy will bring a proposed BOD calendar
All BODers will review Zafra's handouts on Discounts for discussion
Purchasing Policy Committee: Chris Groden is the convener

Parking lot:
Purchasing policy questions that arose during GMT report at tonight's meeting

Next meeting: July 26th, Facilitator: Phil Boxer: Phil Snacker: ?