

BELFAST CO-OP BOARD OF DIRECTORS MEETING Minutes Aug 29, 2013

PRESENT: Jane Awbrey, Ron Braybrook, Jeanne Gail, Betsy Garrold, Doug Johnson, Paul Nyren, Bindy Pendleton, Kip Penney, Phil Prince, Janis Stone, Zafra Whitcomb

GMs: Chris Grigsby

ABSENT: Cindy Conavan, Chris Groden, Debbi Lasky, Jean Lenderking, Meg Peterson, Jerry Savitz, Joe Jordan, Mylisa Vowles

MEMBERS: Gail Clark, Susie Dexter

FACILITATOR: Bindy TIMEKEEPER: Betsy and the gadget VIBE-WATCHER: Kip

ANNOUNCEMENTS: 1) Fedco bulb sale on-line order deadline is August 30
2) Doug Johnson is our new staff rep Director, and today is his birthday

CONSENT AGENDA: Accepted by consensus with 3 minor corrections to the minutes

MEMBER COMMENTS:

- 1) Several people wanted the Co-op Community Appreciation Day (CAD) and the Belfast Harbor Festival to occur on different weekends.
- 2) Our sign at the outdoor tables stating "Maine State Food Code Prohibits Dogs in this Eating Area" is inaccurate, according to a member.

GENERAL MANAGEMENT TEAM: Additional information: 1) We have a new contract for electricity rate, \$0.068/kwh from now until December when it will rise to \$0.071.

2) For Maine Fare this weekend, the Co-op will be in the "midway" sampling products on Friday, and doing education only on Saturday. Volunteers are still needed for Saturday.

3) The Grill at City Park will close Sept 4, a few days earlier than planned, because of staff leaving for school. Bad weather and long lines at lunch were two reasons for a loss of around \$4000 through the end of July. The GMs will look at the final figures and decide whether to try again next year.

FINANCE COMMITTEE: We estimate a net income of \$50 - 100,000, after end-of-the year adjustments, which often improve at the end of the quarter when actual cost of goods is final. July figures were in the black. Days of Cash on Hand is relatively high at 7.6. CAD generated about \$30,000 in sales, and the Co-op made \$185-190,000 in sales that week. Note that this number for sales at the CAD looks good compared to labor allocated prior, and labor the day of, but unrecorded preliminary labor doesn't show up. CAD planning was excellent, for example setting up and pre-testing outside registers. We collected and distributed over \$1200 in charitable donations.

Update on Low Income Discount Program: This should be ready to go in October, the beginning of the fiscal year. Maine State standards will define eligibility. Participants will be asked to pay \$10/year over 6 years for equity, which will not be refundable. The Equity Assistance Fund, which is funded mostly by contributions from Patronage Dividends, will be available to help those in need. The annual membership fee will be suspended. These new members will receive 10% discount on all products except alcohol and periodicals. We hope and expect that this program will ultimately bring in more new customers and business than it costs, as has resulted from the Senior Discount Program.

BOARD DEVELOPMENT:

- 1) Bill Kelley is nominated for Clerk. This position includes use of the corporate seal, keeping records of all Directors' and Members' meetings, and acting as contact person for the State of Maine. His appointment was passed by consensus, with only 1 Director opposed but non-blocking, on grounds that he might charge legal fees.
- 2) Following up on new Director status: new Directors are invited to attend the next Board Development meeting, Sept 10, 09:30 at Darby's, to provide feedback on their orientation and ask questions.
- 3) The Co-op website needs work on Board content. Former Directors are still up, and new Directors' bios and pictures (which are ready) are not. Arranging to have Board names and faces updated when they are elected should be the last task for the Election Committee. The secretary will see that this material is updated.

BUILDING AND GROUNDS: The committee did not meet officially, but Chris and Paul met with John Spadola, architect. He will do some concept drawings for the new front elevation, including front door, handicap access, heat and cooling efficiency, and produce area. Probably single-story, perhaps extending 10 feet onto the Pendleton Street side.

PURCHASING POLICY COMMITTEE: Responses to the survey now number over 400. Prizes will be given out in early Sept. and Oct. at random to participants. The PP committee asked for clarification on whether their policy will be part of Policy Governance, and whether it is an iron-clad policy or not. It is actually an aspirational guideline. Policy Governance is not yet in effect, so that remains to be seen.

MEETING REVIEW: The new meeting process continues to improve and save time.

HOMEWORK:

Finance Committee: we expect a preliminary budget for review, including the Board expense line

Finance Committee: submit Low Income Discount Program in final version

Secretary: see that Board names, photos, and bios are correct on website

All Directors: the Low Income Discount Program needs a "catchy" name

All Directors: the MOC will have GM evaluation forms in mailboxes due Sept.

20

NEXT MEETING: September 26

FACILITATOR: Bindy TIMEKEEPER: Betsy SNACKER: Pot Luck

End of minutes. Submitted by Jeanne Gail, scribe