

**Minutes for the Potsdam Food Co-op Board Meeting
December 19, 2017
6 PM**

- I. Call to Order
 - a. The regular monthly meeting of the Board of Directors of the Potsdam Food Co-op was held on Tuesday, December 19, 2017, above the Carriage House Bakery, the President being on a plane to the Canary Islands, the Vice President being in the chair, and the Secretary being present.
- II. Attendees
 - a. Voting members in attendance included Laura Cordts, Robin McClellan, Samantha DaGrossa, Tim Messner, Abby Lee, Maggie McKenna, Erica LaFountain, Eric Ochranek, Gail Anderson, and Jessica Diagostino.
 - b. Members not in attendance included Kayla French, and Joe Andriano.
 - c. The Interim General Manager, Andy Peet, was present.
 - d. Marshall Issen was in attendance as a guest.
- III. Approval of Minutes
 - a. To be removed from the consent agenda: Finance motion regarding signatories
 - b. A motion to approve the consent agenda (minutes from the last meeting, and committee reports since the last meeting), was made by Erica and seconded by Jessica. It was passed.
- IV. Committee Reports
 - a. General Manager's Report was presented by Andy Peet:
 - i. Buildings & Grounds
 1. Meat freezer broken. Waiting on service.
 - ii. Personnel
 1. New Cashier starts in January.
 2. Transition is going smoothly. No need to consult Eric yet. New buyers are doing well. Jesse is handling UNFI and Regional Access accounts. Alyssa is handling Health and Beauty. Eric L is doing everything else. Linzie is purchasing for bulk/co-op pack.
 - iii. General
 1. Laura: Are we doing any special marketing for the holidays? No. Just Dinner's in the Bag.
 2. Maggie: What about making calls to find new sales accounts? No.
 3. Marshall: What percent of full capacity are we at in the bakery? Not sure.
 - iv. Sales Report
 1. November, down ~\$1,000 compared to a year ago.
 2. Wholesale is slightly down.
 3. Member-owners down 25 compared to last year
 4. Sales per household is up though.
 - b. Membership/Events Committee Report was presented by Maggie McKenna:
 - i. Baking Fest: 17 baking entries, Raised \$809 for the neighborhood Center. Good turnout.
 - ii. Perhaps Neighborhood Center can be more involved in the future.
 - iii. The board wasn't as involved as we would like, and perhaps the event should be earlier, like November, if too many people are busy in December.
 - iv. What about reaching out to Ambassadors to participate?
 - v. The decorations were beautiful!
 - vi. This event takes a huge amount of time to organize so it could stand some changes. The committee will rework the event, and take pictures next time!
 - c. Governance Committee Report was presented by Laura Cordts:
 - i. We continue to work on Ends Policies, and are planning something interactive.
 - d. GM Search Committee Report was presented by Abby Lee:
 - i. Posted early this month. 26 responses from Indeed. Newspaper, social media (boosting), email to membership, reached out to other local co-ops.
 - ii. We are trying to be calm and patient until application deadline arrives. Don't panic!
 - iii. Jessica will reach out to alumni associations of institutions offering classes in Co-operative management.
 - iv. Laura: retail grocery expertise is a must, said Eric in the exit interview.
 - e. Finance Committee Report was presented by Robin McClellan:
 - i. Finance committee recommends adopting the following resolution: *Be it resolved that Robert McClellan, Andy Peet, and Jessie LaRose be added and Leslie Schwartz be removed as a signatories on all Potsdam Consumer Cooperative, Inc.'s accounts held at SeaComm Federal Credit Union.*

- ii. Robin made the motion, and Gail seconded. The motion was unanimously approved.
 - f. Newsletter Committee Report was presented by Erica LaFountain:
 - i. Use Gail's response as basis for article companion to Betsy Kepes' SNAP Week article.
 - ii. Laura: Newsletter committee should address it.
 - iii. One option is to ask Betsy to postpone article, to give us a chance to frame a response. Perhaps with action steps.
 - iv. Market basket idea to compare prices. Examples of items in the store that are cost competitive.
 - V. New Business
 - a. Laura: mentioned Eric's interview, and Board Officer questionnaire, and contents of Joe's email.
 - VI. Member Comments
 - a. Tim, Eric, Robin, and others would like to see more variety in lunch options, perhaps a lunch special?
 - b. Samantha: A customer she knows came to the co-op for the first time and wasn't asked if they would like to become a member-owner. Reminder that cashiers can offer a brochure to nonmembers.
 - c. Tim: New faculty at SUNY Potsdam say the co-op is too expensive.
 - VII. Adjournment
 - a. Laura adjourned the meeting at 7:21 PM.

Respectfully Submitted,
Erica LaFountain
Secretary, Potsdam Food Co-op