

Minutes for the Potsdam Food Co-op Board Meeting
April 18, 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, April 18, 2017, above the Carriage House Bakery, the President being in the chair and the Secretary being present.
- II. Attendees
 - a. Voting members in attendance included Laura Cordts, Joseph Andriano, Robin McClellan, Samantha DaGrossa, Maggie McKenna, Erica LaFountain, Kayla French, and Jessica Diagostino.
 - b. Members not in attendance included Abby Lee, Eric Ochranek, Gail Anderson, and Tim Messner.
 - c. The General Manager, Eric Jesner, was present.
 - d. Juno Rose Gonzalez was the only guest in attendance.
- III. Approval of Minutes
 - a. Anything to remove from the consent agenda: only the governance committee and the finance committees had voting items to remove from the agenda.
 - b. A motion to approve the consent agenda (minutes from the last meeting, and committee reports since the last meeting) was made by Robin and seconded by Maggie. It was passed.
- IV. General Manager's Report was presented by Eric Jesner:
 - a. Sales Report
 - i. Sales continue to grow and sales for the month were above 4.% over the last year (although the Co-op was only open 30 days last March vs. 31 this year because of Easter falling in March last year). Credit card sales continue to grow, but we are using a new credit card processing firm and hope for reduced fees moving forward.
 - ii. Eric will be able to tell us at the end of the month about processing fees associated with the new credit card machines.
 - b. Buildings & Grounds
 - i. Tree removal – the butternut in the back garden. Looks like around \$600 if we use the wood. Comparing local insured tree removers currently.
 - ii. Working on moving parking lot gravel back – fraternity is scheduled to do the work.
 - c. Personnel
 - i. Linzie is new packaging supervisor (replacing Megan Kent).
 - ii. Working on hiring new PT front end position (replacing Linzie).
 - d. General
 - i. CDS study update – Check is cashed. CAT survey coming up the weekend after next.
 - ii. Happy hour this Thursday. Bowling alley 6:30-8:30pm.
 - iii. New card machines working – some hiccups.
- V. Old Business
 - a. Robin made a motion to amend the February minutes to include the results of executive session: approval of Eric Jesner's bonus for 2016. Laura seconded. The motion passed.
- VI. New business
 - a. Governance Committee voting item was presented by Laura Cordts:
 - i. Governance Committee recommends the following changes to the Board Policy Manual:
 1. Section 3.5: Selection of Officers and Directors. Change to read: Each year the membership of the Co-op elects new members to the Board of Directors at the annual meeting, *which should be held by February 14, or, at the latest, prior to the regular February Board meeting*, according to the procedures outlined in the bylaws.
 2. Section 3.6.2: Vice President – Serves as Chair *or designates a Chair* of the Nominating/Governance Committee.
 3. Section 3.8 Board Committees – The Nominating/Governance Committee is Chaired by the Board Vice President *or their designee*.
 4. Laura moved and Jessica seconded that these changes be made to the BPM. The motion passed.
 - b. Finance Committee voting item was presented by Robin McClellan:
 - i. We continued a discussion on offering a cash discount to make prices more equitable and are asking the Board to approve implementing a cash discount when it is technically feasible. The amount of the discount will be set by management, but the figure currently being considered is 2%.
 - ii. Laura moved that the Board approve, at the discretion of management, the use of cash discounts to offset fees we pay for the use of credit cards. The amount of the discount will

be determined by management to be fiscally responsible and fair to all shoppers. The motion was seconded by Robin. It carried.

- VII. Member Comments (pertinent member issues shared and addressed)
 - a. Eric got a complaint about the Challah having dairy in it. He may consider a dairy-free recipe for Jewish holidays in the future.
- VIII. Open forum/Discussion
 - a. "How welcoming is the co-op to people of diverse backgrounds, including (but not limited to) race, income, and political affiliation? How can we be better at fulfilling Cooperative Principle #1?"
 - i. Low income shoppers – EBT use increasing, working on removing stigma at register...
 - ii. Concern raised regarding students of color feeling comfortable. How/who can we ask about this?
 - iii. We don't market much outside of Potsdam. Do we need to get the word out more?
 - iv. Getting people from further away who are like-minded vs. being inclusive of local people who are not.
 - v. Send ambassadors to cultural groups. Ask if we can stock items they are interested in.
 - vi. Juanita wants to scale back on Juanita's Creations. Replace with various local groups? Jamilla's Ethiopian food? Campus student groups? Laura will ask Tarek (owner of Place To Meat.)
 - vii. Mural.
- IX. Adjournment
 - a. Robin moved that the meeting be adjourned, seconded by Maggie, and this was agreed upon at 7:31 PM.

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