

**Minutes for the Potsdam Food Co-op Board Meeting**  
**March 20, 2018**  
**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, 3/20, 2018, 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, Marshall Issen, Tim Messner, Maggie McKenna, Kayla French, Gail Anderson, Jessica Diagostino (arrived late) (8)
  - b. Members not in attendance included    Melissa DeGrosa, Kim Bouchard, Erica LaFountain, Eric Ochraneck,
  - c. The Interim General Manager, Andy Peet, was present.
  - d. No guests in attendance.
- III. Approval of Minutes
  - a. Anything to remove from the consent agenda:    Yes- finance report removed
  - b. A motion to approve the consent agenda (minutes from the last meeting, and committee reports since the last meeting), made by Marshall    and seconded by    Joe   . It was passed.
- Committee Reports
  - c. General Manager's Report was presented by Andy Peet:
    - i. Buildings & Grounds
      - 1. 7-year contract on hot water heater expired- going to continue to rent without commitment.
    - ii. Personnel
      - 1. Conversation with Chris re: application for deli supervisor. He does not want to look for a full time supervisor. Does not make sense to add another level of management. Would prefer to add part-time help to increase production.
      - 2. Will be getting weekly reports to monitor sales and loss to decide what will stick and what would be better sellers. Carriage house was growth leader this time last year, and now they are leading in the negative. Chris is motivated to make progress without a new management hire.
    - iii. General
      - 1. Buck up for kids has raised \$222 so far
      - 2. Will be eliminating Adirondack Fragrance display. Sales have not been high enough to justify space. Will gain 12-15 linear feet of shelf space. Will hopefully help fight perception we are 'too expensive.'
      - 3. Will be getting brewing supplies back in ESG hand craft. IGA picked it up which hurt us, but they've stopped carrying supplies. We'll get them from the same supplier as before.
    - iv. Sales Report
      - 1. Net sales down 7.7%. Daily sales down, same. Number sales down 11.75%, Daily customers down 31. Fewer customers coming in. Bakery/deli sales down, used to be major contributor to our growth. Number of active members down nearly 2%. Credit card processing fee down nearly \$1,000 in February- should continue for limited time.

2. Exploring 3 year average instead of just looking at 2 year. Numbers are smaller on 3 year average from 2 year. Numbers are still down, but by less.

v. Update on annual goals

1. document can be found in meeting file
2. Implement advanced features of Catapult. Improve Carriage House operations, Improved produce department. Improve buying operations. Boost staff morale. Improve staff training
3. Physical: Shed repair, concrete post, carriage house bathroom update, leak porch roof, LED light in coolers, repair foundation
4. Not much has changed from 5-year goals
5. Laura and Andy will meet quarterly to discuss goal progress

d. Finance Committee Report was presented by Marshall Issen:

- i. Proposal for the board to consider that Marshall be added, and Robin be removed as signatories for all Potsdam Co-Op accounts:

Be it resolved that Marshall Issen be added and Robin McClellan be removed as signatories on all Potsdam Consumer Cooperative, Inc.'s accounts held at SeaComm Federal Credit Union, North Country Savings and KeyBank, NA (credit card).

Moved Maggie  
Seconded Gail  
Approved

e. Newsletter Committee Report was presented by Kayla:

- i. Newsletter deadline is 4/1. Please contribute. Working on editing-to-distribution document to streamline process.

IV. Old Business

- a. None

V. New Business

- a. None

VI. Member Comments

- a. Sandwiches are bigger, and not just lettuce filler
- b. Vegetarian lasagna was spelled wrong
- c. Many comments about the redundancy of the deli
- d. Dinner in the bag- would prefer a less-spicy version

VII. Open forum/Discussion

- a. Andy presented the Co-op 101 slide show
  
- b. April meeting will include Finance 101

The board voted to go into executive session ( \_\_Joe motion, \_\_Maggie \_\_second) to discuss \_\_interview process for GM\_\_. The executive session began at \_\_7:04\_\_ PM and ended at \_\_7:51\_\_ PM.

VIII. Adjournment

- a. \_\_Laura\_\_ moved that the meeting be adjourned at \_\_7:52\_\_ PM.

Respectfully Submitted,  
Kayla French  
Secretary, Potsdam Food Co-op