

Minutes for the Potsdam Food Co-op Board Meeting
May 15, 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, May 15, 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, Maggie McKenna, Erica LaFountain, Eric Ochraneck, Gail Anderson, Marshall Issen, and Jessica Diagostino.
 - b. Members not in attendance included Samantha DaGrossa, Kayla French, Joseph Andriano, and Tim Messner.
 - c. Kim Bouchard arrived at 6:45pm.
 - d. The Interim General Manager, Andy Peet, was present.
 - e. Marie Richards was in attendance.
- III. Marie Richards presented Finance 101
 - a. Balance sheet
 - b. Profit and loss
 - c. Recommends "Beginners guide to financial statements" website
 - d. Marie will prepare a tutorial PDF to be used by board members in the future
 - e. **Maggie: the library is offering a Quickbooks course May 29, 30, 31 5:30-8pm. Perhaps this is something that could be helpful to board members, or for Lee to attend in the future**
- IV. Approval of Minutes
 - a. Anything to remove from the consent agenda: yes, Maggie will do a short report for her committee
 - 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 Gail. It was passed.
- V. Committee Reports
 - a. General Manager's Report was presented by Andy Peet:
 - i. Buildings & Grounds
 1. Water heater leak. Needs to be replaced.
 2. Replaced coffee maker.
 3. Hoping Simon will do the lawn mowing again.
 - ii. Personnel
 1. No new hires. Will be short handed a bit this summer. Hoping Dillon will return after the summer rather than train a new person.
 - iii. General
 1. Plant sale going well
 2. Ceramic mugs are in
 3. Cotton shopping bags coming soon
 - iv. Sales Report
 1. April sales were slow. Down 14% from last year.
 2. CHB, produce, and freezer were slow in particular
 3. Customers per day down significantly
 4. Discussion ensued as to possible causes
 5. Our purchases were down too, so actually we're \$10k better than budgeted. (Eric predicted ~\$6k loss, but we had a ~\$4k profit. This is mostly due to decreased personnel expenses.
 6. Alcohol license still being considered, and newsletter article seeking member input/buy in is forthcoming. Perhaps we can accommodate beer special ordering

for specialty beers that don't move well enough to stock them. Andy will provide the fillable PDFs for the officers to consider.

- b. Membership/Events Committee Report was presented by Maggie McKenna:
 - i. New GM welcome potluck July 11th, Thursday, 6:30pm, Trinity church. Grilling.
 - ii. Elevator speech about co-op generally, board, etc. **Email ideas to Maggie.**
 - c. Newsletter Committee Report was presented by Erica LaFountain:
 - i. **Next deadline July 15th.**
 - ii. Kim, would like to start an herbs and spices corner in the newsletter
- VI. New Business
- a. Plan for onboarding Lee is in drive
- VII. Member Comments
- a. Maggie: Dinner-in-a bag is awesome. Andy: is does better every week. We plan to sample leftovers on Fridays after Thursday Dinner-in-a-bag tastings.
 - b. Gail: great soup. Good selection.
 - c. Jessica: told someone in Walmart about the co-op, and the pleasant shopping experience there.
 - d. Erica: met a couple who just moved to town and became co-op members before even moving here!
- VIII. Adjournment
- a. Laura adjourned the meeting at 7:41pm PM.

Respectfully Submitted,
Erica LaFountain
Vice President, filling in as Secretary, Potsdam Food Co-op