

**Minutes for the Potsdam Food Co-op Board Meeting**  
**\_September 19\_, 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, \_September 19, 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, Marshall Issen, Tim Messner, Maggie McKenna, Erica LaFountain, Eric Ochraneck, Kayla French, Sarah Harris, and Jessica Diagostino (13)
  - b. Members not in attendance included Joseph Andriano, \_\_\_\_\_
  - c. The General Manager Lee Van de Water, was present.
  - d. Abby Lee and Stephan Grimsberg were guests in attendance
- III. Approval of Minutes
  - a. Anything to remove from the consent agenda: \_governance comes off consent
  - b. A motion to approve the consent agenda (minutes from the last meeting, and committee reports since the last meeting), made by Maggie\_\_and seconded by \_Sarah\_. It was passed.

Committee Reports

- c. General Manager's Report was presented by Lee Van de Water:
  - i. Buildings & Grounds
    - 1. Air conditioners are functioning, but one is leaking too much- have brought us through the end of the hot season
    - 2. passed fire inspections
    - 3. put some money into a cooler
    - 4. ramp has been addressed- board at the bottom has been replaced to make the ramp easier to get onto, railing has been painted- it's not ADA compliant, and if it will be replaced, it will have to be
  - ii. Personnel
    - 1. Manager review process is in the works- Lee is developing a way for staff to anonymously evaluate managers
  - iii. General
    - 1. Local Food Fest and First Saturday were successful events
  - iv. Sales Report
    - 1. Finances are holding consistent
    - 2. Food Fest did boost sales
    - 3. Number of customers per day is still substantially down compared to last year.
    - 4. Carriage House sales are still down
    - 5. Number of volunteer and core worker hours are still substantially down- question about necessity of volunteer workers, or if work is being completed by staff. Lee has not looked too deep into it yet. Lindsey manages hours, but does not actively recruit new working members. Perhaps use weekly email as an opportunity to

recruit new workers. Concern is the lack of work is indicative of members' commitment to the Co-op. Discount structure is also problematic.

6. Number of members is up by 40 from last August

- d. Outreach Committee Report was presented Sarah Harris/Maggie McKenna:
    - i. Food Fest was a success- having so many vendors there to talk about their product meant fewer volunteers were needed. Store was packed the entire event.
    - ii. Sales were high that day- many first-time Co-op shoppers were in the store
  - e. Governance Committee Report was presented by Laura Cordts:
    - i. The Governance Committee recommends the board appoint Stephen to fulfill the remainder of Gail's seat until the next election in February. Governance also recommends the board appoint Abby Lee to fulfill the remainder of Jessica's seat until the election in February. Moved by Eric, second by Laura. All members were in favor, no abstentions. Recommendations passed.
    - ii.
  - f. IT Committee Report was presented by Eric Ochraneck:
    - i. Readjustments to website are forthcoming
    - ii. Will work in conjunction with Outreach
    - iii. Suggestions and recommendations for the website should go to Eric O.
  - g. Finance Committee Report was presented by Marshall Issen
    - i. Nothing to report at meeting- reports are in file for review
    - ii. Looking okay moving into Q3, but expecting a drop, though with the increase in Q2, makes us even
    - iii. Discussion about patronage dividends has been occurring in committee.
  - h. Newsletter Committee Report was presented by Erica LaFountain:
    - i. October 1 due date- issue that will come out shortly before baking fest
- IV. Old Business
- a. None
- V. New Business
- a. Board-staff appreciation event- decision was not right now. With food fest occurring, it felt like too much, and there have been many opportunities for staff and board to interact through GM search. Will postpone until autumn/early winter
  - b. Tim expressed concerns about unsettling activity by a former board member
- VI. Member Comments
- a. Vegan wraps have decreased in quality
  - b. A student was overheard raving about the Co-op to a friend

- c. Another member who had moved away talked about how one of the favorite things about coming back to the area is the Co-op
  - d. A member expressed appreciation for weekly emails- informative, breezy, not overly marketed
- VII. Open forum/Discussion
  - a. special meeting to discuss the future of local food and how Co-op fits into that picture.
- VIII. Adjournment
  - a. Eric moved that the meeting be adjourned, seconded by Maggie, and this was agreed upon at 7:26 PM.

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