

**Minutes for the Potsdam Food Co-op Board Meeting  
December 18, 2018  
6 PM**

Call to Order

- a. The regular monthly meeting of the Board of Directors of the Potsdam Food Co-op was held on Tuesday,, above the Carriage House Bakery, the President being in the chair and the Secretary being present.

Attendees

- b. Voting members in attendance included Laura Cordts, Abby Lee, Erica LaFountain, Kayla French, Stefan Grimberg, Maggie McKenna, Joe Andriano, Sarah Harris, Tim Messner, (9)
- c. Members not in attendance included \_Eric Ochrane, Marshall Issen,
- d. The General Manager, Lee Van de Water, was present.
- e. Aviva Gold was present as a guest.

Approval of Minutes

- f. Anything to remove from the consent agenda: \_\_No\_\_
- g. A motion to approve the consent agenda (minutes from the last meeting, and committee reports since the last meeting), made by Stephan and seconded by \_Laura was passed.

Committee Reports

- h. General Manager's Report was presented by Lee Van de Water:
  - i. Buildings & Grounds
  - ii. Personnel
    1. Bakari is back in the store
      - a. has been able to get NYS to fund portion of disability
    2. Plan to meet with existing managers to write job descriptions and action plans for year ahead.
      - a. Moving toward having Andy do more personnel management
  - iii. General
    3. Looking into grant to apply to for \$25,000-\$250,000 from USDA ministered by investment fund. Targeted at retail businesses, not nonprofits. Potential to be a viable option with a possibility for more funding next winter, but eager to apply for this year.
      - a. GardenShare is willing to help in the process
    4. Continuing on the trend from previous months
    5. Suggestion from Robin M. from finance committee to seek out a consultant to support in financial undertakings of the Co-op
      - a. discussion about using resources already available to us on finance committee to do consultant or tutoring to help fill gap in knowledge on Lee's part
      - b. discussion about contacts tools, tutorials to support Lee in his understanding of finance, as well as suggestions to discuss concerns with Eric J. as well as areas to direct focus
      - c. also working on integrating point-of-sale report and quickbooks report for efficiency and reduction of errors
6. As of January, minimum wage increases by \$.70 p/hr. Given our financial circumstances, there is concern about increasing everyone's salary by \$.70.  
-Co-op's policy has been to provide a living wage. It has not been about minimums. If NYS is working toward moving wages to a living wage, our policy would not indicate the need to continue to increase everyone's salaries every time minimum wage increases. The Co-op's policy was instituted when NYS minimum wage was significantly below living wage.  
-Only change required is entry wage to minimum wage  
-Everyone who is past their probationary period at the Co-op is making a living wage, according to resources for St. Lawrence County
7. Finance Committee recommended the board approve the 2019 budget. Moved by Joe, Seconded by Maggie. Further discussion: Sarah asked what Lee is left unhappy about. Abby chimed in that his discomfort comes from his gaps in knowledge. Being left to rely on the knowledge of others is unsettling, but acknowledges the expertise of the finance committee and relies and trusts their recommendation.

No other discussion. Voted and approved by all. No oppositions, no abstentions.

- d. Outreach Committee Report was not presented
    - a.
  - e. Governance Committee Report was not presented:
  - f. IT Committee Report was not presented
  - g. Finance Committee Report not presented
  - h. Newsletter was not presented
  - IV. Old Business
    - Board is reminded to complete board self-evaluations.
  - V. New Business
    - Request for board members to weigh in on Lee's 6-month evaluation. Must be done with ample time to be compiled before January board meeting.
  - VI. Member Comments
    - a. New scones have not been taken well to
      - i. discussion about carrying Three Bears line in store- concern about ingredient list lacking on products. Discussion about how to improve partnership.
    - b. Member called to discuss appearance of the store. Under the loading dock there is broken furniture. Compost bins overflowing. Member felt the appearance would not encourage new or infrequent shoppers
  - VII Open forum/Discussion
    - Carriage House: descriptions printed for managerial position.
    - Discussion with Big Spoon regarding having them take over a significant portion of deli grab-n-go in order to re-open space for bakery to reinvigorate and focus on the bakery end.
    - Concern that Carriage House management is strongly opposed to outsourcing deli
    - Discussion about direction the deli/bakery will go in the future with changing personnel
- Adjournment
- i. Abby moved that the meeting be adjourned, seconded by Stephan, and this was agreed upon at \_7:50\_ PM.

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