

**Minutes for the Potsdam Food Co-op Board Meeting
November 27th,, 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, Marshal Issen, Tim Messner, Abby Lee, Erica LaFountain, Kayla French, Kim Bouchard, Stephan Grimberg, Maggie McKenna, Joe Andriano in Sarah Harris's stead (10)
- c. Members not in attendance included _Eric Ochranek, Sarah Harris ____
- 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 Erica_ and seconded by _Kim_. It was passed. Committee Reports
- h. General Manager's Report was presented by Lee Van de Water:
 - i. Buildings & Grounds

1.

ii. Personnel

1. Chris Afre has decided to step down from his position in the Carriage House by the new year.
 - a. Currently there is a candidate to take over management of bakery upon his departure for the interim
 - b. Some of the administrative responsibilities can be delegated elsewhere
 - c. Potential to hire a deli manager as well as a bakery manager
 - i. goal of having candidates interviewed by early in the new year
 - ii. discussion of qualities in candidates would be sought after
 - iii. suggestion that updating facilities could be a draw and an opportunity
2. Bakari is still out due to health issues. Unclear when he will be returning

iii. General

1. Budget is proving to be very challenging
 - a. Several weeks have been spent on it
 - b. Understanding mechanics, but having difficulty in coming to a budget that doesn't leave us in the hole for 2019
 - c. Working to have the budget reflect the upcoming year as opposed to the struggles of the past year- where we are going as a co-op into the future is quite different from what we have done in the recent past
 - d. New news about Chris's departure also impacts the budget
 - e. Due to increase in NYS minimum wage annually, and due to wage increases after probationary periods, it may not be pertinent to continue to maintain our percentage above minimum wage. Historically, the co-op had started base wage above minimum wage because we found minimum wage was not a living wage. As that is changing in the state, it seems a good time to revisit that past practice
 - f. Budget will be reviewed by finance by 2 weeks from this morning, and will be reviewed by the board the week thereafter

iv. Sales Report- Placed in the meeting file.

1. October traced similar to September
2. In the black by a few percentage points- seems that September was not a fluke
3. Customers per day dipped a little, but that can be attributed to Food Fest in September
4. Carriage House Sales continue to struggle

d. Outreach Committee Report was presented by Joe Andriano

- a. Sign up for the bake fest this Sunday
- e. Governance Committee Report was presented by Erica LaFountain:
 - v. Ends Policy Draft submitted for approval:
 - The Potsdam Food Co-op exists so that:**
 - Everyone in our community can have reliable access to local, organic, and healthy food.
 - North Country farmers and producers have a stable, honest, and robust marketplace.
 - Customers have a welcoming place to shop, interact, and participate at many levels.
 - Community members have a model of environmentally respectful practices and cooperative ownership.
 - 1. Moved by Erica, seconded by Abby
 - a. Laura thanked committee for their long hard work on the ends policy
 - Voted to approve- all voted in favor, no opposed, no abstentions
 - b. From here, ends policy can go into policy handbook. Can also be used to establish measurable goals for management and committees
 - c. Thanks is given to membership input through surveys and committee work.
 - ii. February 7th will be the annual meeting from 6-8 at the Trinity Church
- f. IT Committee Report was not presented, but report was in file
- g. Finance Committee Report was presented by Marshal Issen:
 - vi. Working on presenting budget- not yet finished
- h. Newsletter was presented by Erica
 - vii. Hard deadline 12/15
- IV. Old Business
 - viii. None
- V. New Business
 - a. The board does a self-eval in December
 - ix. Reviewed and compiled prior to January meeting
 - b. After the annual meeting at the February board meeting, we will need to elect officers. Current members should consider if they want to become or remain officers. The form will be sent out in February
 - c. December will mark Lee's 6 month since hire. Will be time to do his 6-month evaluation. It will be opened up to all board members to participate. Will be coming after the December meeting.
- VI. Member Comments
 - a. None
- VII. Open forum/Discussion

Adjournment

- i. Marshall_ moved that the meeting be adjourned, seconded by _Kayla, and this was agreed upon at _7:36_ PM.

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