

**Minutes for the Potsdam Food Co-op Board Meeting**  
**June 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, June 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, Joseph Andriano, Marshall Issen, Tim Messner,, Maggie McKenna, Erica LaFountain, Kayla French, Gail Anderson, and Jessica Diagostino (11) Kim Bouchard phoned in at 6:09
  - b. Members not in attendance included Eric Ochrane
  - c. The Interim General Manager, Andy Peet, and new GM Lee VanDewater were present.
  - d. guests Sarah Harris
- III. Approval of Minutes
  - a. Anything to remove from the consent agenda: Yes- Finance Committee will share
  - b. 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 Maggie. It was passed.
  - c. Committee Reports
  - d. General Manager's Report was presented by Andy Peet:
    - i. Buildings & Grounds
      1. 1 cooler & 1 freezer broke down- resulted in some spoilage and loss
    - ii. Personnel
      1. One front-end employee will be away for the summer but will be welcomed back in the fall
    - iii. General
      1. Plants are on sale 50% off
      2. Staff happy hour- resurrection- upcoming Thursday the 21
    - iv. Sales Report
      1. down \$10k compared to 2017, but improved from last month
      2. down average daily sales
      3. sale per-customer are slightly up
      4. number of sales down 843 over month
      5. average customers per day down 28, compared to April down 52
      6. carriage house still one of lowest departments as far as growth

Concern about management in carriage house operations- Chris will be away for 2 weeks due to death in family. Will watch the Carriage House sales.

Bakery & Deli are substantially down as compared to other departments

7. Number of active owners is down 4.98%

- e. Membership/Events & Marketing Committee Report was presented by Maggie McKenna:
  - i. Mary working on to-do list for GM party- member potluck on July 11th Trinity church, 6:30 start time
  - ii. Sign-up sheet will be shared with board tomorrow
  - iii. Events committee will handle publicity
- f. Governance Committee Report was presented by Laura Cordts:
  - i. -Nominee to fulfill remainder of Samantha DeGrossa's term on the board- Sarah Harris. Will vote at next meeting. Should she be elected, she will be up for full-term election in November. Questions/concerns should be directed to Erica LaFountain.  
-First time potentially two members from the same member-household would serve on the board simultaneously. Nothing in board handbook against this. Governance will discuss policy about two member-household board members serving as officers simultaneously.  
-In other instances of two working member-owners from the same household, the one with the higher discount will receive the discount. The other member-owner will have their hours banked  
-Sarah will provide the prospective board member questionnaire to the board prior to next meeting's vote:
- g. Finance Committee Report was presented by Robin McClellan:
  - i. Work plans are under construction
  - ii. Discussion about committee working budgets
    - budgets analysis does not include committee budgets
- h. Newsletter Committee Report was presented by Erica LaFountain:
  - i. Seeking board articles

IV. Old Business

- a. None

V. New Business

- a. Ad Hoc committee working on ends policy- conducting survey on porch of Co-op. Board members completed survey
- b. Blog presented by Jessica:
  - More exposure & more customers
  - Voice to Co-op
  - Create conversation with customers
  - Free PR

-Education and share the co-op's story

-Weekly posting Thursdays

Jessica would be blogger to begin with

Could pull from newsletter

Work closely with people who run social media

Put the blog under the umbrella of another committee?

c. Mary would be willing to deliver the finance 101 presentation again for board members who were not present at the last meeting.

d. Lee's onboarding document is updated. Will involve meeting with each committee and each committee chair. Logistics are onboarding document and board is asked to review it and be as helpful as possible.

e. Co-op housekeeping. Keep track of committee members and keep rosters up to date. Any changes to rosters should be directed to Kayla.

d. Thank you to Andy!

VI. Member Comments

- a. Continued discussion about deli quality

VII. Adjournment

- a. Joe moved that the meeting be adjourned, seconded by Marshall, and this was agreed upon at 7:18 PM.

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