

**Minutes for the Potsdam Food Co-op Board Meeting
February 18, 2020**

- I. Call to Order
 - a. The regular monthly meeting of the Board of Directors of the Potsdam Food Co-op was held on Tuesday, February 18th, at 6pm above the Carriage House Bakery, Aviva Gold filling in for the president in the chair and the Secretary being present.
- II. Attendees
 - a. Voting members in attendance included Aviva Gold, Marshall Issen, Kayla French, Hillary Vaillancourt, Jim Fryer, Karen Bage, Philip Paige, Katie McLaughlin, Megan Lane, and Deborah Massell. (10 in attendance; 12 = full board)
 - b. Members not in attendance included Ajay Sonar, Erica LaFountain
 - c. A quorum was present.
 - d. The General Manager, Andy Peet, was present.
 - e. No guests were in attendance.
- III. Approval of Minutes
 - a. Minutes from the last regular meeting were approved; moved by Karen, seconded by Hillary.
- IV. GM and Committee reports
 - a. General Manager's Report was presented by Andy Peet:
 - i. Buildings & Grounds- walk in cooler broke down, 2 days later, total product loss in another freezer- insurance covered total retail value of loss of product. Going forward, product to be purchased will be what is needed and not taking up excess space.
 1. Delivery truck hit the building backing up at the loading dock. Company will cover expenses
 - ii. Personnel- Alissa officially left- she has resigned in the fall, but had been working once a week. Kathleen has returned for once a week. Currently interviewing for a cashier or two. UNFI is paying for airfare and hotels for Jesse and Mike to attend conference
 - iii. General- making progress toward selecting our class E membership staff member. An election needs to be in place before Board Retreat in March. Andy et. al. are consulting with CPA to figure out equity in the store for the class E member. Should be wrapped within a week, followed by nominations, elections, and approval in time for the March retreat.
 - iv. Sales Report- January sales are just about flat compared to 2019,
 1. Highlight- up 10 customers per day, but sales per-customer is slightly down. One explanation for this is that the lunch-crowd is up.
 2. Bakery and deli is up. Amount deli is up is in pace or better with having less Big Spoon at the moment. Big Spoon is not doing sandwiches, but doing salads and entrees.
 3. Percentage of sales to members is holding consistent. Sales per household is down.
 4. Hours for core workers is down from last year but the hours are on an upswing this year
 5. Discussion about promoting using membership accounts to combat credit card processing fees.
 6. Andy has been looking closely at the profit/loss report from 2019. We had an increase in sales, but our cost of goods increased more than the increase in sales. One would expect that they would increase in line. That tells us we did not reach our profit margins. Andy has been looking by department, 2018 compared to 2019. What seems to stand out is that we need to continue to cater to the need for prepared foods and grab-and-go. We took a small margin on Big Spoon. Further, we need an efficient & profitable bakery/deli. When looking at labor compared to sales. Target is 40%. Right now we are in 70%. We are putting more labor into getting similar sales to more profitable times. Bakery/deli is working toward becoming more efficient. Aiming to have a product mix that is working for customers, then work on efficiency and cut down on labor time. Also, revisiting costs of final products. Difficult to get solid numbers on usable data on product cost + labor cost until end of quarter. All departments are being closely examined for how to best move forward.

- b. Outreach Committee Report was presented by Aviva: Outreach is in a bit of flux. The committee, as it stands, is interested in working on the events and road show, which would leave the marketing/communications element to perhaps another committee.
- c. Governance Committee Report was presented by Aviva: Recruiting new board members and putting together all of the technicalities for the annual meeting has kept Governance busy. Gov. met and recommends appointing Deb Massell to fill the remaining 1 year of a vacated term. Phillip moves to accept, seconded by Megan. No discussion. All voting members in favor. No opposed. Motion carries.
 - Governance recommends the following slate for officers for 2020-20201, Erica LaFountain president, Aviva Gold Vice President, Marshal Isen Treasurer, Kayla French Secretary. Moved by Kattie, Seconded by Debrah. No discussion, All voting members in favor, no opposed. Motion carries.
 - Governance is typically chaired by the VP, but Aviva is already chairing another committee and working on the relocation initiative. Governance committee seeking a chair. Will be left to discussion at the retreat.
 - Governance is recognizing Annie McLaughlin for her many years of service on the Governance Committee- 12 years or more- she is stepping down. Philip moves and Hillary seconds - the board formally acknowledges Annie's commitment to the coop and thanks her for her service.
- d. Finance Committee Report was presented by Marshal Isen: Validates GM report. Finance will start monitoring cash financing and accounts payable. Concern expressed since most committee members were not at the annual meeting. Concerned about the cancelation of dues. Finance committee suggested Andy reach out to the committee if he needs support moving forward. Meetings are 2nd Tuesday at 7:30am above Carriage House

- V. Unfinished Business
 - a. None
- VI. New Business
 - a. None
- VII. Member Comments (Only items of interest to the whole board, otherwise contact Lee directly)
 - a. None
- VIII. Announcements
- IX. Open forum/Discussion topic:
 - a. Update & catch up new members on expansion/DRI proposal- Proposal submitted 1/31/2019. Presentation of process/timeline starting in July 2017 when marketing/market study was presented to coop & board. Reviewed the whole process for new members. A letter of intent was included in the proposal, though it is non-committal. Solid proposal has been submitted. Next DRI local planning committee meeting is Thursday. In the meantime, Aviva, Karen, Erica are working on a business plan. Data of sales projections from Andy will be included to create proformas for lenders to evaluate when they choose to lend us money. Discussion will continue at retreat and via email.
- X. Adjournment
 - a. Motion to adjourn
 - b. Philip, seconded by Hillary. There being no further business to come before the board, the meeting was adjourned at _7:38_ PM.

Kayla French
Secretary, Potsdam Food Co-op