

**Minutes for the Potsdam Food Co-op Board Meeting
April, 20, 2021**

- I. **Call to Order**
 - a. The regular monthly meeting of the Board of Directors of the Potsdam Food Co-op was held on Tuesday, 4/20/21, at 6pm via Google Meet.
- II. **Attendees**
 - a. Voting members in attendance included Aviva Gold, Marshall Issen, Jim Fryer, Andy Peet, Karen Bage, Katie McLaughlin, Megan Lane, Kim Jukic, Andy Rawdon and Deborah Massell. (13 = full board)
 - b. Members not in attendance included Phillip Page
 - c. A quorum was present.
 - d. The General Manager, Andy Peet, was present
 - e. Jessie LaRose (Staff liaison) was present
- III. **Approval of Minutes**
 - a. Minutes from the last regular meeting were approved as written. Motion by Marshall and 2nd by Megan. None opposed.
 - b. Aviva mentioned including a Board meeting link in future monthly Agendas.
- IV. **GM and Committee reports**
 - a. **General Manager's Report was presented by Andy Peet:**
 - i. **Buildings & Grounds** - Freezer breakdown resulted in product loss. Major repair; installation of lights.
 - ii. **Personnel** - Jessica (PT Deli) has left. Gabby (PT Baker) has been hired. Re-hired Liz (as PT Baker).
 - iii. **General** - Sales for Deli & Bakery are up. The termination of the 2% discounts and membership dues is having its expected effect. This won't appear stable until next February (2022) when all the current memberships expire. The Produce Dept (Janice leading) is taking over the annual Plant Sales, which was formerly headed up by a member-owner. This change will give the Coop better control over buying, sales and inventory tracking. The first of a monthly series of e-newsletters will be released by May 7th. It will consist of various links with info for members. There will be a section for regular Board input. A Food Waste audit (Alex French of the sustainability dept of Clarkson) is scheduled for 4/27/21. [There was a lot of positive feedback from the Board about this].
 - iv. **Sales Report** - March sales were down 8% from last year (pandemic had just "hit"), but were up 7% over two years ago.
 - b. **Outreach Committee** was discussed by Megan & Andy P: Ryan Meashaw is going to take over as chair of this committee. The committee did not meet in March as there was no chairperson. The focus of the committee is on Events.
 - c. **Governance Committee Report was presented by Katie:** Katie would like to know what events are planned for 2021 so they can be put on the Calendar. Class C elections. Ideas for future voting; an online form that automatically records results; in-store voting and data manual data input would still be necessary; Vanessa's expertise will help guide decisions. No "solid" candidates for the Board have been identified yet. **Katie will forward the list of possible candidates to the board for review and suggestions.**

- i. **Personnel Policy & Customer Service Review** - Throughout this year, Andy P will be fixing/cleaning up the Personnel Policy using input from the Board. Deb reminded us to include “Diversity” as a topic in the Policy. Aviva thought of involving an HR professional to assist in making sure our Policy is accurate and complete.
- d. **Finance Committee Report was presented by Marshal Issen:** Cash flow is good. The second round of PPP was very helpful to the Co-op. PFC is able to put away \$500/week into Savings and \$600/week to pay off the current member loan payback. There are no outstanding bills currently.
- e. **Fundraising Committee report was presented by Karen Bage:** Over \$12,000 has been raised by the “Round Up for Relocation” initiative. Karen asked that the chalkboard on the porch be updated. Community Bank and SeaComm are “out” as far as supporting the PFC proposal. Farm Credit East is sounding positive about a bridge loan. National Cooperative Bank (NCB) is sounding positive about a loan. We are moving forward with establishing fiscal sponsorship with CDI. Application has been submitted. The DRI is still hinging on NYS approval. Andy R. is working on writing a Case Statement and making a script for us to use when approaching potential donors. NEXT Fundraising Comm Mtg will be held outdoors at Andy Rawdon’s place. All board members are invited. Andy suggested that we “categorize our expenses”; some are business-related and some aren’t. Lenders and donors are interested in helping us with only specific types of expenses.

V. Unfinished Business

- a. Andy P. is communicating with Abundance Food Co-op (Rochester) about Field & Fork and how to get PFC involved. It will be necessary to have Catapult installed.
- b. National Cooperative-Grocers update - Andy P. is in communication with a staff person from NCG. Andy has placed paperwork from NCG in the Current Meeting Folder for the Board to review. Andy believes the cost in dues will be offset by the savings in discounted purchasing and other promotions through working with NCG. Aviva expressed concern over the amount of time required to manage this relationship with NCG. Andy didn’t think it would be a problem. Discussion about “levels of membership” with NCG. IS joining NCG a Board decision or a GM decision? We’re not sure. **AVIVA recommends the Board look over the NCG info in the folder , check out their website and communicate via email before JUNE 1st...the next NCG deadline.**
- c. Consumer Survey w/CDI (Jim, Karen): Revisions were made to the survey. Comments by the Board will be collected until May 1st. A mid-May distribution date is the goal.
- d. Discussion on how to improve board-staff relations is tabled till next month.
- e. Aviva will process the staff evaluations of GM for the Executive Comm. and then to Andy & board.

VI. New Business

- a. Discussion on “naming rights”. Plaques of donors’ names on a wall?
- b. **Megan will send out email this week, to board members, asking for input/ideas for member updates. A link with topics will be included.** Many board members agreed that getting info out about serving on the board is important.

VII. Member Comments (Only items of interest to the whole board, otherwise contact GM directly)

- a. Jessie and staff are receiving numerous questions from members/shoppers who are curious about the relocation/expansion proposal. She is wondering what to tell them. All we know is that we are still waiting for NYS to make the final decision on which projects will get awarded the funds and we just don't know anything more yet.

VIII. Announcements

- a. Our next monthly board meeting will be held Tuesday 18 May 2021, outdoors at Ives Park in Potsdam at 6:00PM. Bring a chair and a blanket!

IX. Adjournment

- a. There being no further business to come before the board, the meeting was adjourned at 7:31PM.
- b. Deb motioned to adjourn. Andy Rawdon 2nd.

Megan Lane
Secretary, Potsdam Food Co-op

“The board voted to go into executive session to discuss the relocation/expansion of the Co-op. The executive session began at 7:00PM and ended at 7:11PM.”