

**Minutes for the Potsdam Food Co-op Board Meeting
__September 21__, 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, 9/21 at 6pm at Ives Park Gazebo, Potsdam.
- II. Attendees
 - a. Voting members in attendance included Aviva Gold, Marshall Issen, Kim Jukic, Jim Fryer, Karen Bage, David Katz,, Katie McLaughlin, Megan Lane, Jessie LaRose, Andy Rawdon, David Bradford, Camille Frazier and Deborah Massell. (13 = full board)
 - b. Excused: Katie McLaughlin
 - c. A quorum was present.
 - d. The General Manager, Andy Peet, was present.

**Motion to Approve Minutes, as corrected from August 2021 board meeting by David Bradford.
Seconded by Megan Lane**

Minutes were approved by all as corrected. 1 abstention (David Katz)

- III. GM and Committee reports
 - a. General Manager's Report was presented by Andy Peet:
 - i. **Buildings & Grounds** the roof was replaced in 2006, a whole new roof isn't necessary. Currently looking for someone to redo and seal the dormer.
 - ii. **Personnel:** A cashier has recently left the co-op. Better pay and benefits are common reasons for staff leaving. Hired new PT Cashier - Dylan Barringer Currently looking for one more PT cashier
 - iii. **General:** OPEN HOUSE update - Fund-raising effort to sell raffle tickets is slow. Cashiers are engaging with customers. Getting membership data into the new Catapult system is now happening. Catapult is all Cloud-based and meshing it with the old system is not smooth. It requires time-consuming manual data-entry. Inventory is on the 29th - Hope to have these issues resolved by then. Andy has in contact with Andrea at the SBA, we're planning a meeting to begin work on the employee handbook
 - iv. **Sales Report:** Net sales up over 2.89% from 2019. Active member count is 1149 (up 130 from August last year)
 - b. **Outreach Committee Report:** Andy requested a volunteer to head the Outreach Committee. If there is no interest, Ryan Meashaw will do it.
 - c. **Governance Committee Report** was presented by Jim and Camille: The next big focus for Gov is the Annual Meeting. Needs to connect with Vanessa Bitner about board member terms and expiration dates. Meetings are the 2nd Tuesday of every month at 6:30pm.
 - d. **Finance Committee Report** was presented by Marshal Issen: Report is in Drive. The Coop is good on Savings and Repayment of loans. Waiting to hear on PPP forgiveness. Have new credit card-fee program is half of what it formerly was. Big savings for the Coop.
 - e. **Fund-raising Committee:** (Karen Bage) We are over the \$20,000 mark from "Round Up". Laura Cordts has helped develop Fund-raising steps. Karen shared printed copies with the Board members. Each board member needs to make a pledge for a donation or loan - in any amount. Andy and Karen will collect all board pledge forms by the end of September. * Sell about \$100,000 worth of loans in any one year so pay back is on a rolling basis - not all at once. Need a purchase offer and closing date on 63 Market Street before the board can approve the Member-Owner Loan Terms. 2% is less expensive than a commercial loan.

Motion to authorize the Member-Owner Loan terms by Megan Lane. Seconded by David Bradford. Approved without dissent.

Appraisal Update (Aviva): 63 Market Street property was slated to be appraised today.

Purchase offer is on hold for the appraisal. The potential Bridge Loan is on hold.

IV. Unfinished Business

- a. Consumer Survey update by Jim Fryer. Need to add some questions regarding potential sale of beer/cider. Jim attended a recent "Front-end meeting" with staff at the Coop.
- b. Board/Staff Get-together update by Megan. Megan offered her home/farm as a site for the get-together. Andy shared feedback from staff that they thought this was too far away from Potsdam. They wanted a location closer to Potsdam and "neutral". Deb M. offered her home as an alternate location. Megan would like the staff to pick a location that works for them then she will plan the food, materials, etc. We should plan on about 30 people max, attending.

V. New Business

- a. Karen and Aviva have been having regular meetings regarding the acquisition of property/building for the coop. They will start documenting these meetings and sharing with the Board on a regular basis. The Full Board can be involved at any point or only as necessary.
- b. **Beer/Cider** - Andy talked to Syracuse Co-op about alcoholic beverage sales. They sell local beer and cider - the sales of which make up 8% of their total sales. The PFC Officers may need to sign on a principal... David Katz has crunched some numbers and thinks that without selling beer/cider, the Co-op could show an \$11,000 loss within one year. \$25-60,000 could be added to our bottom line with the sales of these products. Discussion ensued regarding the pros and cons of selling alcoholic beverages at the PFC. General agreement that it would be a positive thing. No board members had objections. Andy believes there's a lot of sales potential. Andy believes we should engage the membership about this issue from the beginning and also ask if they have particular products they'd like the coop to carry. Jessie volunteered to write up a BLOG for membership to get feedback. Andy will research what the process is for getting a license.

c.

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

- a. none

VII. Announcements

- a. Our next monthly board meeting will be held on Tuesday October 19th at 6pm at a location TBA,

VIII. Adjournment

- a. There being no further business to come before the board, the meeting was adjourned at 7:38 PM.

Megan Lane
Secretary, Potsdam Food Co-op