

Potsdam Food Co-op Board Meeting
16 November 2021 at 6:00 pm
Potsdam Village Civic Center

I. Welcome & Attendance: Kim, Jessie, Andy P, David Katz, David Bradford, Kim, Camille, Andy R., Karen, Megan
Members absent = Jim F.
Members excused = Katie, Deb

II. Motion to approve board meeting minutes from October 2021: motion made by Karen, seconded by Marshall. All in favor of approving minutes All in favor. Motion passes.

III. General Manager Report: Date to start selling beer/alcohol? Andy thinks we have completed everything we need to do on our end. Waiting to hear from Shauna (consultant). Co-op can apply for a temporary permit to sell WHILE the State completes our application.

Dave B. Gas issue? Gas could be smelled in the store. Andy is looking into it.

Dave B. made a motion to go into Executive Session at 6:44 pm with Andy P present. Seconded by David Katz.

Motion by David Bradford, and seconded by David Katz, to re-enter the regular meeting at 7:21 pm.

IV. Committees:

A. Outreach: Kim J is the new chair of Outreach. The Annual Baking Festival is being planned. Raffle gift baskets in-store. Want to keep the Baking Fest in peoples' minds so they don't forget and get it revived another year. Contact past winners and have them bake their recipes to assemble a platter/basket/etc to raffle off. Proceeds will go to the Neighborhood Ctr. How does Andy P and the CHBakery feel about this idea? Can people buy raffle tickets online? Last year, CHB recreated recipes after the holiday season. Andy doesn't want the staff to be burdened during the pre-holiday meal-preparations. Baking Fest usually brings in \$900 or so - to go to the Neighborhood Center. Jessie: Co-op has a Square account and could possibly accept payment for raffle tickets online. Dave Bradford: Liability issues/allergens/covid transmissibility issues should be considered. Brainstorm: Recipe cards from past winners and ingredients and a gift card to cover the costs of the perishable ingredients. Have more than 1 item to raffle off. More chances to win.

4 more days left to pre-order Tgiving holiday meals. If we get the pre-order info for Christmas early enough, it can be promoted better.

Newsletter discussion: e-Newsletter goes to many people's promo folder/box. Many people never know they even got it. Jessie: put a notice on Facebook about when our newsletter comes out.

B. Governance: Vanessa, Camille, Jim and Katie met. Want to have notices up for elections by Jan. 1 posted in the Co-op. Katie has contacted those people who are up for reelection. 2 are likely to run again and 1 is a maybe. Have contacted Andy P about electing a new staff liaison after Jessie's position.

C. Finance: Sales are down for Sept compared to last year. Cash flow is holding ok. No more \$ being put into savings right now. PPP loan forgiveness. Andy is working on the budget and looking at potential reduction of labor hours. Andy is getting closer to attaining a license to sell beer/alcohol.
Meets 2nd Tuesday of each month at 7:30am.

D. Fundraising: Letter of Intent for Healthy Food Financing Initiative grant submitted 10/24. Asking for \$62,000. Will hear in January if invited to submit a full application. Will be resuming the previous effort of asking customers to Round-Up for Relocation at the register. We are at about \$22,000 so far. Need a new goal? \$40K? Do we keep setting more goals? Andy Rawdon reminds us that the original plan was to ask for a specific amount for a specific task. This is taxable income - so maybe we should ask for funds in a different way, when it's non-taxable. We are spending money now but there are many unknowns
Aviva will revive this discussion (Round-up) over email.

V. Relocation/Expansion: Letter of Intent has been signed and \$1000 has been sent to the property owner. An engineering study has been scheduled with Tisdell Associates (mid Dec). If the study is positive, we will sign a purchase agreement. Our final offer will be dependent on the results of the engineering study and our Business Projections. \$570,000 is the asking price of the building. Board members met with Michelle recently. Errors were corrected. Costs are trying to be reigned in.
\$65,000 projected in the negative, during year 1 of operation at the new location.
Andy R. showed a timeline to purchase the property with a proposed closing date on the property in July of 2022. We are proposed to be done with the State regarding the DRI project in Dec 2023.

New Market Tax Credit: Empire State Development /Rise Community Capital (Karen) - Tax credit available for *other people* to invest in businesses/projects in economically-disadvantaged areas - like Potsdam Food Co-op. Possibility of PFC getting a future reduced loan (1% consolidation loan) or even loan-forgiveness.

Kim: Wants to keep addressing the issue that was brought up at the last meeting. New hires who get a raise will be making more than employees who've been working longer. PFC used to have a Compensation Committee whose focus was that new hires were paid a fair wage and increases were fair; review insurance plans of employees; all were paid a fair wage. Kim wants to get a **Compensation Task Force** going and is asking for any interested board members to be part of it. Board members are asked to give this some thought.

Costs have surpassed Sales as predicted in the Market Study when Eric Jessner was Gen Manager.

VI. Old Business:

- A. Consumer Survey w/ CDI (Jim is absent).
- B. Staff Appreciation event Thursday Dec 2
- C. Beer (license)
- D. Update on roof repairs - (Andy) Roof is patched and there's on-going work.
- E. Health Insurance for employees (Dave Bradford) - No additional benefit for PFC since we don't make a profit. Tax credits are only applicable if we make a profit. We have multiple tax credits that just get carried forward until/when we can make use of them. Will look into possible tax credits associated with Green Technology (solar panels, HVAC, etc).

VII. Member Communication: Karen and David B will work on a piece of communication for the members, including the Round-up Goal (40K), including a break-down of the expenses Round-Up funds have been used for; Beer/alcohol License (Kim) Co-op has become more meat-focused than in the past especially in the Grab n Go options. (Aviva) Has heard from someone that they don't appreciate the fake meats, just want vegetarian options - with no meat substitutes.

VIII. Announcements: Next meeting is TBA

David Katz makes a motion to close the meeting. Seconded by David Bradford. All in favor. Motion passes. Meeting ended at 8:10 pm

Minutes by Megan Lane
Secretary