

Potsdam Food Co-op Board Meeting  
14 December 2021 at 6:00 pm  
Potsdam Village Town Hall

**I. Welcome & Attendance:** Andy Peet, Marshall Issen, Jim Fryer, Katie McLaughlin, Karen Bage, Kim Jukic, David Bradford, Aviva Gold, Megan Lane, Jessie LaRose, David Katz arrived at 7pm.

Members absent =

Members excused = Camille Frazer, Deb Massell, Andy Rawdon

**II. Approval of Minutes:** Motion by David Bradford, seconded by Karen Bage. Motion passes without dissent.

**III. REPORTS:**

A. General Manager (Andy Peet):

- a. Sales are negative compared to last year. Supply issues with UNFI. Some items they just can't get on the shelves. Buying Club income is down currently. Jessie says that this past week was positive with more of the usual items being delivered by UNFI. First positive week in a while. Thanksgiving week was good. There was a recent check-cashing fraud incident. Someone tried to cash one of our PFC payroll checks in Syracuse. Had to close out the old checking account and set up a new bank account.
- b. NYS Liquor Authority has received our application fee and we should be receiving the temporary license in 1-2 weeks. Staff will have to be trained in how to handle/check-out the new products (beer, etc)

**IV. COMMITTEES:**

- A. Outreach (Kim Jukic): Baking Fest 24th annual ("covid-style"). Raffle of 2 large baskets of goods & recipes has raised \$468 dollars so far. Andy P was interviewed for "Community Connection" (99.3fm); the audio will be made available on Facebook and the website. Business Partnership Program - looking at the new businesses in town. Holiday Dinner pre-orders are being planned. Posters need to be put up around town. Board members were encouraged to put them up. The Committee brainstormed about events that could be planned to fill the gaps between our current, regular events; Ryan is working on this. [The turkeys that were ordered for Tgiving were canceled, last-minute. Andy and Jessie are looking at other suppliers for products that will be more reliable than

UNFI. Whole Foods and other mega retailers don't get their orders canceled; it is mostly the small businesses like us.]

B. Governance (Katie McLaughlin): Establish **February 8th for the Annual Meeting**. Will be conducted on-line/remotely again this year. Camille will help Vanessa out this year with the elections. We have 2 people that need to be replaced (Deb Massell and David Katz). Katie announced that there are two new candidates already. Katie wants to address the training/on-boarding of new board members, since most people feel that they learn about their duties, as they go along. Forward all ideas to Katie. Each Committee will present a report of the year. Get voting procedure and info out in January to the membership.

C. Finance (Marshall Issen/Andy Peet):

- a. Sales are down. Payables getting tighter. Slow down on paying member loans, since we were already ahead a bit on this. 2022 Proposed Budget: Projections for the PFC P & L for next year = growth of \$1,880,563 in overall sales (this includes the proposed new sales of beer). 8% increase in sales. Salary and Wages projection - if the same amount of hours are worked next year (as this year), and apply the increase in labor costs. Andy has talked to the staff about reducing the amount of overtime and giving hours to those who need more hours in their shifts. Total salary and wages in 2022 is proposed to be 2.65% more than 2021. \$3,465.81 for a Net Profit is proposed for 2022. Q4 was operationally profitable last year and it is expected we will be again this year. Andy has talked to the management about working efficiently to be able to carry out this plan.

**Marshall moves that we approve the budget as presented by The finance comm and Andy P. Seconded by Jessie. Discussion: Kim asked if the 70 cent raise is going to happen for the staff. nd yes, it is - on January 1. Motion passes without dissent.**

- b. The big question is can we run a profitable business from the new location? (David Katz) Gross Sales projected for Year 1 =2,975,000; Year 2 = 3,049,373; Year 3 = \$3,125,610; Year 4= \$3,203,750; Year 5=\$3,283,850. The operating expenses are projected to stay about the same. First year sales are projected to be \$2,975,000 - which was cause for discussion. Is this possible? The Market Study is serving as guidance on what we can expect. There are many variables that could alter these projections (like; the amount of member loans we get or the length of time we have to pay back those loans...). David Katz says, it's plausible we can pull this off, financially. But do we have the personal-energy, and community-support/enthusiasm to pull it off? We all have to ask ourselves if we are committed to making this happen. Karen and Aviva are committed to seeing the project through. Continue the discussion via

email. Jessie shared that Littleton, NH co-op lost money the first year (after their expansion) but made a good profit every year afterwards.

- D. Fundraising (Karen Bage): No meeting in December. Will officially launch the fundraising campaign once we have a signed purchase and sale agreement with the property owner; maybe in January. Cashiers will re-start the full ask for the Round-Up at the registers. Idea of starting a 501c3 sometime in the next 1-2 years, David Katz wants people to be able to make charitable donations to the Co-op. Aviva reminds us that we could alternatively have a continued relationship with Cooperative Development Institute (current agreement ends May 2024).

#### **V. Relocation/Expansion:**

- A. Property Condition Assessment (engineering study) of 63 Market St. to be conducted week of 12/13/21. The Project Working Group meets nearly every week and notes are available in Google Drive.
- B. Moving forward with the mortgage application to the Cooperative Fund of New England; we need a motion to approve the borrowing of \$570,000 with CFNE.

**Motion by Aviva: For the Potsdam Food Co-op to borrow up to \$570,000 at up to 5.5% for 15 years, or better, for the mortgage at 63 Market Street, Potsdam, NY 13676. Katie seconded; Motion passes without dissent.**

Projection for closing on the new property is in August 2022 (6 to 8 months after purchase and sales agreement signed).

#### **VI. Old Business:**

- A. Consumer Survey with CDI: Andy Rawdon's son is working on the survey. Pilot sent to board members and to Jessie to forward to staff. Full survey to the wider community will be launched in January.
- B. Double Up Food Bucks - Andy needs to set up the Catapult system to receive them.
- C. Staff appreciation; Thank you!
- D. Beer
- E. Compensation (Benefits) Task Force - Kim J would like to get a task force organized. Need people to join. What kinds of questions need to be addressed? Doesn't have to happen every month.

#### **VII. New Business:**

- A. NYS ESD (Empire State Development) money is still available. We would need to write a proposal before the end of the year (not possible). But the funds may roll-over and remain available. Possible to use some for building improvements? Improve the rental spaces for the various tenants. Renovating the whole building vs renovating piece-by-piece.
- B. Jessie will write something for members about beer/cider sales at the Co-op.

**VIII. Member Communication/Comments:** Vegetarian breakfast sandwiches without fake meat. More variety of vegetarian options. Weekly schedule for the sandwiches? Promote the new items. Get the word out.

**Motion to give Jessie LaRose, Marshall Issen and Andy Peet to have all signing power on all North Country Savings Bank accounts.**

**Motion was made by David Katz. Seconded by Aviva. Motion passes without dissent.**

**David B moves for adjournment at 8:11pm. Jessie seconded. Motion passes without dissent.**

**IX. Announcements:** Next Board Meeting: January 18, 2022, 6:00pm  
Location: Community Room in Potsdam Village Civic Center