

Potsdam Food Cooperative Board Meeting
September 19, 2023 Tuesday 6:01 PM
Potsdam Civic Center Community Room

Present: Karen Bage, Megan Lane, Kristen Avery, Jim Fryer, Kim Jukic, Marshall Isen, Laurie Greenleaf, Lynzie Schulte

Excused: Aviva Gold, Brian Reece, David Bradford, Jessie LaRose

Guests: Tom Yurgatis

Reminder to all in attendance to allow the person reporting out the opportunity to finish their report fully before interjecting, asking questions, or opening discussion.

Motion by Karen Bage to Approve the August 2023 board meeting minutes. Seconded by Megan Lane. 6 in favor. 0 abstentions. Motion Passes.

Interim GM Report:

- Sales numbers
 - Sales are down
 - Once we have more time to dedicate to marketing, this should improve

Advisory Committee (formerly CMC):

- Has not been meeting over the past few weeks

Governance Committee:

- Did not meet this past month/cycle
- Transitioning to a policy focused board instead of an operational board
- Slate of elections coming up at some point (goal to have it complete by early November)
 - *Goal of writing a blog post about what being a board member entails and how to express interest*
 - *Suggestion to make a brochure or some kind of "take away" about what the board does (postcard size)*
 - Proposal to reduce board size to 9 members
 - Recruiting board members who are interested in supporting the co-op as opposed to recruiting people with specific skills

Finance Committee:

- Profit/Loss and balance sheet from Susan was shared
 - Margins remain strong because labor costs are down
- Funds left from tax refund
- Inventory and accounts payables were up from July
 - Payables are current

- Future of the finance committee will be oversight (receiving financial reports rather than making decisions)
 - Understanding reports to share with the larger board
- The member count seems to be holding strong and basket size is growing but fewer people are coming into the store

Outreach Committee:

- Open House
 - Strengths
 - Enjoyed the music
 - Beer truck was well received
 - Vendors were great
 - Samples were good
 - Areas to improve
 - Was not advertised that well - marketing was lacking
 - GardenShare had their event the same day in Canton
 - Turnout was underwhelming (30-35 in the photo)
 - Look at doing something like this on Saturday in the future
 - Would have been beneficial to host during the Local Foods Days
 - Volunteers did not have designated tasks
 - People backing out of the kids activities at the last minute created difficulty with getting kids some activities. Karen ran to the store to get some activities.
 - Historical display that was discussed was not executed
 - Cake was boring
- Outreach committee is under the GM's jurisdiction
- Ideas to extend the 50th year celebration
 - Newsletter or news paper series
 - Photo highlights in various forms
 - Archive display
- Bake Fest will be up to Mark

Renovation/Expansion Committee:

- Proposed budget of \$50,000 from the forthcoming loan to start important project steps as per email sent to board 9/7/23
- As per Ben Sandel during Board Retreat, the GM will likely hire someone to do...
 - The fundraising
 - The project managing
 - Some marketing
 - Architect
- Vote to accept NCG Feasibility proposal (costs \$15k plus travel, upon completion)
 - 3 bids from architecture companies, the three bids meet current guidelines
 - There is a summary doc comparing the 3 proposals, including pros/cons of each
 - Money is needed for vendors as we plan the project

- o The \$15k is buying more expertise than the pricetag per Mark
- o The plan is still to raise money from members (member loans and donations)

Motion by Karen Bage to vote to accept the recommendation of the renovation/expansion committee to earmark the amount of \$50,000 of the forthcoming loan for \$123,000, for the NCG Feasibility Proposal and other initial project expenses. Seconded by Megan Lane. 8 in favor. 0 abstentions. Motion Passes.

DEI Committee:

- Couple of meetings with the committee and community contacts/resources
- NYS Sexual Harassment Prevention Training: Board members, please fill out the form indicating if you have completed a sexual harassment training at your full-time jobs
 - o Goal to get staff trained so that we are compliant
 - o Intend to make the sexual harassment training part of new staff training
 - o Recommendation to include this in the employee manual
- Recommendation to have a designated HR person that includes DEI compliance training
- Staff compliance sitch update

Old Business:

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New Business:

- Quarter 3 inventory next week (9/28)
 - o Volunteers who have previously been employed by the Co-op and have done inventory are needed.
 - o Recommendation to have a company/software come in to manage inventory in the future
- Mark's start date as GM
 - o Tentative start date is 9/25, based on his travel plans
 - o Much of his move is in progress - he has a temporary place to live until he finds a permanent living situation
- Retreat with Ben Sandel
 - o Policy governance vs working board
 - o Division of who is responsible for what
 - The GM vs the Board
 - The board needs to commit to speaking with one voice
 - Look at the finance committee section of the manual and discuss what the role of the finance committee should be with this new model
 - o Open to future conversations, retreats, etc. with consultants
- Staff recognition
 - o Recommendation for the staff to be recognized for the amount of work that the staff is putting into the co-op.
 - o The staff is aware when shortcomings come into play and feels badly when things don't meet our expectations.

- o Thank you goes a long way when it comes to the staff.

Member Communication:

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Member Comments:

- Members are not coming into the store because we no longer make our own bread and do not sell certain items anymore.

Laurie Greenleaf moves to enter into Executive Session at 7:50pm. Seconded by Kristen Avery. Motion Passes without dissent.

Lynzie Shulte moves to leave Executive Session at 8:05pm. Seconded by Megan Lane. All in favor. Motion passed without dissent.

Next board meeting will be October 17th, at the Potsdam Civic Center Community Room at 6:00pm.

Motion by Lynzie Shulte to adjourn the board meeting at 8:05 PM. Seconded by Megan Lane. All in favor. Motion passed without dissent.