

## Potsdam Food Co-op Board Meeting

January 16, 2024 6:00pm, Potsdam Community Room

### Attendance:

- Megan Lane
- Jim Fryer
- Kristen Avery
- Brian Reece
- David Bradford
- Karen Bage
- Aviva Gold
- Jessie LaRose
- Marshall Issen
- Kim Jukic
- Lynzie Schulte (for exec session)

Others: Doug Welch, Ginger Storey-Welch, Eros Samnarine, Laurie Greenleaf, Ryan Meeshaw, Stephanie Fansler, Deborah Massell, Susan Godreau

ITEM	DISCUSSION POINTS
Welcome & Roll Call	(above)
Approval of Minutes	Board minutes from <a href="#">December meeting</a> Motion: Jim Second: Megan Passed with no dissent
Public Comment Period	<p>Stephanie Fansler: We know the Co-op is hurting for money; internal structure of the Co-op needs to change; training and onboarding need to be instituted; how do we make enough money so that we can afford the right amount of staffing; our community needs the Co-op to pull it together; consider reinstating the dues.</p> <p>Susan Godreua: Expressing frustration; board is not making people feel involved; not being transparent enough; specifically, the board seems to be ignoring the fact that our Interim GM demonstrated the ability to run the store.</p> <p>Deborah Massell: Appreciates the monthly updates, but has been in the store often and never met the new General Manager. What is going on with the new GM? Also is wanting an update on the expansion.</p> <p>Doug Welch: Added the perspective as a board member through the decades, that something is always going on with the Co-op; crisis of the month club.</p> <p>Megan updated those present that Mark is ill, and the Co-op is in legal limbo regarding our obligations to Mark.</p>

<p>General Manager</p>	<ul style="list-style-type: none"> <li>● Jessie offered some data, although she is not currently the GM.</li> <li>● Week 1 was down 12 percent on last year and we have quite a bit of expenses paying Mark's sick and vacation time</li> <li>● Week 2 was on par with last year. January is slow in general.</li> <li>● There was an odd situation where right before Christmas we had a huge week, but it was followed by a dramatically terrible week; Jessie is interested in looking into why that happened. Our loss for 2023 was only 14K as opposed to 109K in 2022. Obviously, we still need to improve our sales.</li> <li>● NCG is offering quite a few ideas on how to improve. Our new rep has a more current perspective on running our store because he was recently a GM in Rochester and Ithaca.</li> <li>● Deli labor is still a problem, as is production. Jessie hasn't had a lot of input in that over the past three months, but that will be one focus moving forward.</li> <li>● Bulk and produce are now being managed separately, which will improve both departments.</li> <li>● The numbers are skewed because we're paying someone who isn't there, but Jessie is basically optimistic.</li> <li>● Kim asked if the higher minimum wage is bumping everyone, and Jessie explained that she does not feel in a position to raise everyone's pay as she is not the GM at this point, which is frustrating to everyone.</li> <li>● Dough Welch asked where the 14K loss was; Brian believes the losses were spread out over departments by the lower traffic numbers.</li> <li>● Member-owners are down 50 members in the last quarter alone. Some of that may be mask-related, but obviously there are other reasons, but that is one solid reason.</li> </ul>
<p>Advisory Committee</p>	<ul style="list-style-type: none"> <li>● The board and advisory committee will continue for another year receiving consulting services from Ben Sandel/Columinate.</li> <li>● Jessie will follow-up as to if we can get another year at no-cost, and if we can maybe get a different consultant for the year (simply for another perspective).</li> </ul>
<p>Finance</p>	<ul style="list-style-type: none"> <li>● Did not meet this month</li> <li>● High level view of 2023; Inventory looks healthy; accounts payable is manageable; no credit card debt; there were some high spots during the year.</li> <li>● Thank you to Susan for pulling the numbers together and for shedding light on the reports and what they mean, and for all you do!</li> <li>● The GM situation needs to be straightened out quickly.</li> <li>● Loan update: the paperwork is ready to close on, but we don't have a GM in place. We still need to decide whether to take the whole loan; Jessie believes it makes the most sense to borrow the full funding to be able to afford to do what needs to be done.</li> </ul>
<p>Governance</p>	<ul style="list-style-type: none"> <li>● Candidate slate is a little late, but we'll get it done in the next couple of days. Three new board members and three current members need final commitment.</li> <li>● Bylaw amendment to reduce the board size; we missed the deadline for this year's membership meeting, but a special meeting will be likely anyway this year, so we can add it in then.</li> </ul>
<p>DEI</p>	<ul style="list-style-type: none"> <li>● Laurie reports that Jessie and Laurie are looking into hiring outside HR services, which may include onboarding, and other services; some companies use a lot of automation and can be quite affordable.</li> </ul>

	<ul style="list-style-type: none"> <li>● Double up Food Bucks is a thing now! Also included a \$1500 reimbursement from Field and Fork to cover the added Catapult costs. ~10 people are using it so far.</li> <li>● The committee meets Friday at noon where they will cover what to present at the Annual Meeting</li> </ul>
Outreach	<ul style="list-style-type: none"> <li>● Still stands ready to serve!</li> <li>● Megan suggests any staff reach out to the outreach committee for events.</li> <li>● Jessie suggests we are due for a membership drive</li> <li>● Business partnership program could be revived</li> </ul>
Renovation Project	<ul style="list-style-type: none"> <li>● Sent <a href="#">project update to NYS Office of Homes and Community Renewal</a> on 12/20/23.</li> <li>● Aubertine &amp; Currier: we have not yet sent signed proposal back; they are aware of the current situation.</li> <li>● NCG Design: have a signed contract with them; they are aware of the current situation.</li> <li>● Loan Budget: awaiting use of funds from GM/AGM</li> <li>● Project Team suggests completing this phase of the project and then decide about future plans based on findings</li> <li>● <a href="#">A&amp;C responded</a> to RFP for entire project</li> </ul>
Old Business	<ul style="list-style-type: none"> <li>● Standards of Conduct. Needs to be added to the Employee Handbook, the BPM, in the store, and to membership forms</li> <li>● 90-day review for GM: Board has completed, some staff have completed, members have contributed, but it has not been compiled yet. Megan will complete that as she is able.</li> <li>● Legal review of BPM: still needs line item in the budget</li> </ul>
New Business	<ul style="list-style-type: none"> <li>● Annual Mtg checklist: all board members are requested to look over the checklist and volunteer their services where they can be helpful.</li> <li>● We are receiving legal advice for the current situation with Mark.</li> </ul>
Executive Session	<p>Brian moved to go to executive session, Kristen seconded and the motion carried with no dissent at 7:50pm.</p> <p>Megan moved to get out of executive session, Karen seconded, and the motion carried with no dissent at 8:56pm</p>
Member Communication	
Announcements	<p>Next meeting is the Annual Meeting;  Tuesday, February 16th from 6-8pm (set-up at 5:30pm)  Trinity Episcopal Church on Fall Island, Potsdam</p>
Adjournment	<p>Motion: Karen  Second: Megan  No dissent at 8:56pm</p>