

Potsdam Food Co-op Board Meeting

April 23, 2024 6:00pm, Potsdam Community Room

Attendance:

- Megan Lane (Outgoing President)
- Jim Fryer (Vice President)
- Kristen Avery (Secretary, on leave)
- Brian Reece (Treasurer)
- Karen Bage
- David Bradford
- Andre Comandon
- Jesse Diamond-Brown
- Stephanie Fansler
- Arthur Freeheart
- Aviva Gold
- Steve Greco
- Celena Haase
- Marshall Issen
- Kim Jukic
- Lynzie Schulte

Others: Jessie LaRose, Doug Welch, Bob Penski

ITEM	DISCUSSION POINTS
Welcome & Roll Call	The meeting was called to order by VP Jim Fryer at 6:05pm.
Approval of Minutes	Board minutes from February Meeting Motion: Dave B. Second: Karen B. Passed with no dissension.
Public Comments	None
Governance	<ul style="list-style-type: none">• Class C election has been completed and new members are welcome including Celena Haase, Steve Greco, Arthur Freeheart, Jesse Diamond-Brown, and Andre Comandon• Class E election has been completed and Stephanie Fansler is the new Class E member.• Thank you for your service Lynzie Schulte, Marshall Issen, and Megan Lane• Election of officers: Vanessa has recommended that the executive team be filled with interims including interim President Jim Fryer, interim Treasurer Brian Reece, and interim Secretary (note taker) Aviva Gold. Governance will put a slate together before the next board meeting. Dave B. moved to approve the slate of interims, Steve G. seconded, and the motion carried with no dissent.• Board Orientation: Ben Sandel has offered guidance. Governance will reach out to new board members. Kim J. mentioned that we should be certain

	<p>whether or not we are paying additional fees for using Ben in addition to the free hours we received from NCG/Columinate. Kim also mentioned that we should consider additional consultants for different viewpoints.</p>
General Manager	<ul style="list-style-type: none"> ● GM Report: <ul style="list-style-type: none"> ○ Budget will show a slight loss for the year. Q1 uses realistic/current numbers and the rest of the year was built off of that. The budget is still a work in progress. New format is easier to digest. ○ Weekly Sales Report will also be in a new NCG standard format. Currently weekly sales are not great. Customer counts are very low; down about ten percent for the year. ○ The past two weeks have seen better labor percent in the CH and slightly higher customer counts and slightly higher sales. ○ Accounts Payable: is currently rough ○ Front End Manager is still out until May 8. ○ Marketing Manager hire is imminent ● Request to use 25K of the AEDC to pay off past due AP. <ul style="list-style-type: none"> ○ Brian R. reports that the Finance Committee is split. Half of the committee would like to see a business plan that shows how the AP will continue to be paid after the loan brings us current. ○ Bob P. reports that Robin McClellan requests that if we are negative in Q2 as well, it's a red line to consider closing the business. ○ Jessie reports that Terry Bowling (NCG) has expertise on what that red line should actually look like. ○ Celena wonders what it would look like if the CH were entirely cut out. ○ Jesse DB. expressed a need to build care in the kitchen to turn past due produce, etc., into revenue; prepared food is essential to the business model. ○ Jessie's report highlights actions and plans to address all of these issues; CH labor, parbaked bread, improved inventory maintenance and margin/price review, organizational structure, a marketing manager, and more. ○ Overall, Jessie will present a business plan to use the AEDC loan and how the budget will end in the black, the Finance Committee will review it and make a recommendation before the next board meeting.
Advisory Committee	<ul style="list-style-type: none"> ● On hiatus
Finance	<p>The Finance Committee business was covered under the GM report.</p>
DEI	<ul style="list-style-type: none"> ● The committee is looking to have Gabby Davis, the Racial Equity & Food Justice Manager for NCG, present "Dissecting the Definition of Eating Healthy" in June. Would love to have Outreach and Marketing involved. Maybe Windy Point?
Outreach	<ul style="list-style-type: none"> ● Jessie is re-starting the committee to address the above event, Summer Fest and additional events. The new Marketing Manager will be the lead for this committee. Discussion followed around the board's role in committee leadership and Jim reminded all members, especially new members, that committee membership is appreciated.

Renovation Project	<ul style="list-style-type: none"> • Conceptual Planning Phase is underway. We are working on potentially purchasing a 24x300 foot strip of land between the Co-op and the neighboring property. After that is decided, the proformas will be created.
Old Business	Annual Meeting recap: Good turnout, good food. We forgot about the raffle, but other than that, reports were well-received.
New Business	None taken up
Member Communication	Call for pothole fillers Aviva G. volunteered to produce a board update to go out via email.
Announcements	<p>Bob Penski noted that Prof. Cavanaugh is putting together a federal grant for a planning phase on who produces what, who would purchase what, and who could produce what.</p> <p>Brian Reece noted that the Co-op's value proposition should be better clarified</p> <p>Next meeting; Tuesday, May 21th from 6-8PM Location TBD, Potsdam</p>
Adjournment	<p>Motion: Brian Second: Arthur Passed with no opposition at 8:00pm</p>