

BisMan Community Food Co-op Board Meeting
March 13th, 2017
6:00 PM

- I. Welcome! **Board members in attendance: Hannah, Glen, Derrick (by phone), Kyra (by phone). Employees in attendance: Desiree, Reese, Sarah Wussow, Rita O’Niel, Deb Knudson**
- II. **Guests: Rebekah Olson, Taylor Toso, Carmen Hofner, Patrick Schleicher, Mandy Dendy**
 - A. Agenda approval: **Kyra moved to approve the agenda. Derrick 2nd the motion. Motion Passed.**
 - B. Minutes approval: **Derrick moved to approve the minutes. Hannah 2nd the motion. Motion passed.**
- III. Treasurer’s Report: **None for this meeting**
- IV. Interim GM’s Report
 - A. Cash position and Bank Reconciliation
 - B. Sales and trends/issues
 - C. COGS and trends/issues
 - D. Labor and trends/issues
 - E. Any issues related to other operating expenses
 - a. **Desiree stated coffee class was well attended. The class was free. Desiree stated she is looking at events for increasing sales. Desiree stated management had a brain storming session for cutting costs. Desiree stated they have communicated with vendors if their products are near expiration. Desiree stated each department needs to know inventory. Desiree stated they are looking into whether or not the music provider is necessary. The same question is being asked with the service provider for cleaning. They may look into contacting an online auctioneer to move unused equipment. As far as increasing sales, offering students discounts and sales discounts has been discussed. The possibility of having flash sales – one day sales, has been discussed. There has been discussion of offering picnic amenities for summer picnics outside the building. Reese stated a lot of headway has been made on SNAP and EBT. Reese stated we are a phone call away. Reese stated the store will be open until 8pm soon. Desiree stated she is working on interviews for part-time staff. Desiree stated in regards to the Three Guiding Principles of the co-coop, Casey has been putting notes out regarding products. The staff noted why they liked toothpaste by posting notes. Desiree stated community connection is lacking. There is no newsletter yet. Said she is talking to Lea Black about a newsletter.**
- V. Committee Reports

- a. Finance **Kayla stated she will write a script for the board when calling members who owe an outstanding balance for their membership. Tyler stated he will be working with Desiree to obtain a list with contact information. We discussed holding a follow up meeting after calls are made. Kyra explored the possibility of using a site such as GoFundMe to raise money for the co-op. Kyra stated what the withholding percentages will be.**

Desiree mentioned round up rule. Change goes to a charity or we could do it as a fund raiser for the coop. The board was supportive of this.

- i. Equity Campaign **The equity campaign will begin as soon as the list of members and script is obtained.**

- b. Marketing **Sarah stated the \$75 spent for the video was well spent**
Sales went up 8% since implementation of marketing plan
Hannah recommended we hire outside marketing agency with guidelines set by management. This ensures consistency. Nancy has sent a google calendar so website can be updated. Hannah stated the calendar was not live yet. Board emails are now a blog on the website. Patrick S. asked how we communicate with all members. We discussed how many we have reached through email. Hannah asked if we can add a message on the receipt? Desiree stated yes. Hannah stated we should have one year anniversary or birthday. Hannah invited Deb to marketing meeting next meeting on 21st at 6pm at big table downstairs.

VI. Old Business

- a. Volunteer Program

- i. **Rebekah Olson - Desiree stated they will review the documents before they give the greenlight. It was noted member engagement committee should get involved. Glen stated it has been placed on hiatus since search for gm.**

VII. New Business

VIII. Other Business

Member Comments - Taylor stated he liked the facilitated discussions at tables downstairs. He asked if there was a twitter presence. Hannah stated we cannot find login. It has been tabled. Taylor stated twitter is a good way to reach younger people.

-Patrick stated a coop wanted to coop with us. Glen stated it was azure standard. Desiree stated we still have orders through azure. Reese stated logistics would be difficult.

-Rita stated the roof was already leaking last summer. Glen stated he will be reaching out to Jerry Doan on a rainy day for logistics reasons.

-Deb asked if July 1 was target date for new gm. That was not correct.

-Deb asked about updated employee handbook. Deb asked if old handbook is mute. Reese stated he did not know handbook was handed out.

-Susan briefed concerns about getting a local gm instead of importing a gm. Sarah W. stated it is hard to find gm with coop experience.

-Desiree stated she would prefer someone with coop experience.

-Rita is concerned we are starting from scratch.

-Carmen asked Desiree why she has not been hired back. Desiree stated she did not know who told her that. Glen stated this was not the time or place for that question.

-Susan stated she did not care if there is not a gm if the alternative is having the wrong one.

-Mandy stated she complimented how board is handling gm hiring. Stated we need to find the right person and that she appreciated emails from board. Mandy asked why Tyler is sitting at board. Glen stated Tyler is not on the board.

-Mandy was concerned about the email regarding financial issues. Mandy has concerns with a specific sentence regarding preopening expenses. Glen stated we are concerned with dealing with issues regarding cash flow and accounts payable.

IX. Adjourn The meeting was adjourned at 8:30PM