

BisMan Community Food Co-op Board Meeting Minutes
March 27th, 2017
6:00 PM

- I. Welcome! **Board members in attendance: Glen, Kevin, Kayla, Kyra**
Employees: Rita, Troy, Renee
Guests: Melody, Carrie Christianson, Gabe Brown, Paul Brown, Carmen Hofner, and Pat S.
 - A. Agenda approval **Kayla moved to approve the agenda. Kyra seconded the motion. Motion passed.**
 - B. Minutes approval **Kevin moved to accept the minutes as read. Kayla seconded the motion. Motion passed.**
- II. Treasurer's Report **no change**
- III. Interim GM's Report
 - A. Cash position and Bank Reconciliation **\$52,868.11 in checking and \$15,755 in savings at the moment. Rent and payroll are not a huge concern this month.**
 - B. Sales and trends/issues **Troy stated sales are going up. Troy stated they are not going up as much to feel safe. Troy believed the store might have a \$300k month. The board asked if they could obtain information regarding how many customers are repeat customers. Kayla asked who top buyers are and of the frequent members who purchase, what is their % of purchasing. Troy stated he will work on this.**
 - C. COGS and trends/issues **Troy stated they have started comparison pricing because they cannot get things from distributors cheaper than what Cashwise and Target can.**
 - D. Labor and trends/issues **Troy will interview someone who is a CPA. Labor costs were down because Troy was on vacation. Troy stated management has reviewed labor costs with each department. Each department has been taught how to block out schedules and how their schedules could reveal if the department was over or under hours and budget. Grocery was over budgeted hours. The deli is not as high in sales on weekend. The deli's hours are different than other departments. Part-time employees have been hired who only work weekends. The P & L is missing payroll.**
 - E. Any issues related to other operating expenses **The co-op keeps getting bills from The Bismarck Tribune but management did not approve any ads. Duane Krab is the contact. Troy will be visiting with Duane within the next week.**
 - F. Volunteer Program **Desiree will address this at a future meeting.**
 - G. Contractor Punch List **Troy has not had time to call Timberridge. Glen will forward punch list to the board. Troy stated the door is too narrow. Glen stated he will ask Paul about this. Troy said a section of wall was installed that did not need to be.**
 - H. Other
 - a. **Tips marked as separate sales deposits. Plan needs to be worked out with deli and café employees for an event where money is donated.**
 - b. **Troy said he is doing what Becky was doing. MOD shifts are increased. Becky is gone from office. Becky will stop by to show how to run reports. Troy said ECSR reports can be imported to QuickBooks. Troy said some things need to be updated. Troy said a new company profile would be better once it is developed.**
 - c. **AP is at 225K as of today. Automatic withdrawals are not reflected in AP as of today and need to be entered yet. Troy said he would finish entries tomorrow and give us an update.**
- IV. Committee Reports
 - a. Addition of New Board Members

Kevin moved to approach the membership via email and by posting in the store to seek letters of interest for filling up to three board positions by appointment. Hannah seconded the motion. Hannah said have them state what they can contribute to a board in their letter. We will inform the membership this is a huge time commitment. Deadline was set of April 4th at 5PM. Motion Passed.

- b. Finance
 - i. Equity Campaign Glen will inform Tyler of new email for Kevin Martin. Glen will follow up with Tyler regarding Basin Electric with payments for Basin employees
 - ii. Kayla has been visiting with other members (Daina Baird) and explained the sustainable supporter campaign. Kayla moved to pursue the sustainable supporter campaign. Hannah seconded the motion. We would distinguish this from buying an additional share. Kevin stated we need to set a deadline for this. Kayla said she could work on specifics and have it ready for next board meeting. The motion passed. Rita asked if the POS system could handle doing two discounts totaling 20%. Carmen said make sure every option is available when calling members for equity. Glen stated he is waiting to hear from Securities Dept. Kyra asked if we could ask for additional capital from lenders. Kevin answered the question.
 - iii. Kayla said she could ask for the Farmers Union cookbooks to see if they could be sold here.
 - c. Marketing – The committee will update management and provide ideas for the birthday event. They are trying to find a date in May. It will be a week-long event ending with a party on Saturday. This will be funded by the marketing budget. Troy signed a contract with Agency Mabu for ten hours per month for marketing support through May. Half of cost is pro bono. Sustaining Member Program can come from Agency Mabu. Beth Kaylor has been in charge of this. Sara is point of contact with Beth and Agency Mabu. ND Today will be here tomorrow. This is free publicity. They will be promoting Earth Day. Sara asked them about publicity for our birthday. When grocery is searched we come up number two on Google. Hannah said we need new members on our website, ideally, 5-10 new members per month. ISSUE: how to get online memberships into POS system. Management stated they do not have time to enter. Kyra will ask management how to enter online member info. Hannah will follow through with online members. We would need a Square Account login.
 - d. Food Policy
 - Kayla said 15 attended the meeting in Mandan. Buying habits were discussed and why we need a food policy. Kayla stated they are meeting again next Monday.
 - i. Labeling
 - ii. Food Policy Survey Next meeting is 4/3/17. Gabe stated members are not shopping because of what we do not offer. Kevin stated we run a fine line between charging ahead and transparency. Kayla stated everyone is putting their info together for Monday's meeting. Hannah asked how management should implement policy. Kevin stated we need to sit down with management and go through expectations. Hannah asked if policy could be voted on Tuesday. Kayla stated six weeks top. Glen will ask for survey monkey login.
- V. Old Business
- A. GM Search
 - B. Grant Update Glen stated we are not eligible for the LMPP grant.

VI. New Business

- A. Assistance from Dave Pearce **Kevin asked if he can come in and talk with us to make sure what he can offer can help us at this time. Glen stated he will contact Dave Pearce.**
- B. Cost Cutting Measures **Hannah asked if we have sold unused equipment. Glen will ask Troy if he has advertised unused equipment. Rita said she is willing to post the equipment on BismanOnline or Facebook. Rita will take care of advertising used equipment if it has not been done. Brenda has arranged tribune contract. Glen will contact Brenda concerning that. Hannah will ask Troy how meeting went with the Bismarck Tribune on Wednesday. Melody said not all soup is made here. Rita said we buy our soup and this could potentially be a cost cutting measure.**
- C. **Kevin asked that election be added to next the next meeting's agenda**

VII. Other Business

- A. Member Comments
 - a. Gabe Brown
 - b. Glen Philbrick
 - c. **Kayla moved to go into executive session at 8:25pm. Kevin seconded the motion. Motion passed.**

VIII. Adjourn

IX. ADJOURNED AT 9:12PM