

BisMan Community Food Co-op Board Meeting

June 5, 2017

6:00 PM

- I. Welcome! Meeting called began at 6:01
  - a. In Attendance: Glen, Kayla, Amanda, Kevin, Paul, Derrick, Kyra, Steve, Renee Burshek, Deb Knudson, Bob Kroll, Sue O., Melody Lane, Carmen Hofner, Darby, Reese, Rita O Neil, Casey Betenhausen, Jen Haley, Stephanie Engel, Robin Meyers, Troy R.
  - A. Agenda approval – changes to the agenda were made below to remove sections
  - B. Minutes approval – Kayla made a motion to approve, Paul seconded, motion passed.
- II. Treasurer's Report – tabled for next meeting
- III. GM Report – Darby
  - A. Cash position and Bank Reconciliation – \$15,000 in savings
  - B. Sales and trends/issues – \$75,109 in sales last week \$81,339 week prior for sales. Expected a vacuum after event with less sales.
  - C. COGS and trends/issues – Inventory is starting 6/6. Produce is already done. Staff will be doing cycle counting (section by section) for 4 feet sections. Darby has issue tickets open with ECRS to get inventory integrated with ECRS; a setup has to be done to integrate the accounting software with POS system – will be hearing back 6/6 from ECRS, so should be integrated with QuickBooks by end of week.
  - D. Labor and trends/issues -
  - E. Payroll Report -
  - F. Any issues related to other operating expenses -
  - G. Darby's equipment – Darby will create a listing and provide the equipment and prices to the Board to determine if value and justification for them is fair.
  - H. Store's equipment progress – Darby has found the distributor for some items so can get true value to determine what the equipment can sell at.
  - I. Other – Ideas: increase signage around store; green label sales signs; make a larger difference between member and nonmember discounts; implementing a standard protocol for staff (how to discuss with customers, how to get customer recommendations and other discussions to the general manager); move registers over to add in a customer service desk to greet customers and handle member sign-ups.
- IV. Committee Reports
  - a. Finance
    - i. Equity Campaign – There's an open ticket with ECRS about getting online payment set up. Dina has gotten started going through lists of top customers. She has communication ready to roll out but need to have the online payment figured out. There are e-carts available to get payments as a different avenue. Discussed being able to pay off aged payables, there's one vendor (around \$35k) would be the main issue – can focus initial influx of cash towards that. We have been chipping away at 90+ day from normal day to day operations as well.

- b. Marketing – tabled for next meeting
  - c. Food Policy – tabled for next meeting
- V. Old Business – tabled for next meeting
  - A. Cooperative Board Development/Retreat
  - B. Employee Handbook
  - C. Farmers Union Request
  - D. Annual Meeting Planning
- VI. New Business – Derrick and Kyra have stepped down from the Board as of the end of the meeting. Both will be available to the Board to provide assistance with legal questions.
- VII. Other Business – Kevin made motion to move to executive session. Derrick seconded. Motion passed, moved to executive session at 6:47pm.