

BisMan Community Food Co-op Board Meeting
June 12, 2017
6:00 PM

- I. Welcome! Meeting began at 6:07pm
 - a. In attendance: Kevin, Glen, Amanda, Paul, Kayla, Steve, Darby, Dina, Carmen, Rita, Tyler
 - A. Agenda approval – Motion by Kevin seconded by Amanda to move member campaign above manager’s report. Motion passed
- II. Food Policy Update/ Implementation via board vote: Tabled for next meeting
- III. Manager's Report
 - A. Update on the past week –
 - a. ECRS: general ledger is set up, just a couple accounts left to finish. There were a lot more accounts and were not in typical format so a lot needed to be mapped out. A lump sum was being thrown into expenses he will follow up with Robin on it.
 - b. Robin does not want to do taxes for the Co-Op, an outside company will be hired for the store’s taxes.
 - c. Inventory: did not get started right away, will be beginning 6/13, there have been employees offering to help late to get it done. Produce is done already. Darby has not been able to have oversight on scheduling yet so he has not been able to make sure they are fully staffed to have people available to work on inventory
 - B. Trip Home/Time Away
 - C. ECRS Update: TDR scanners are still not working well; will be trying them again tomorrow.
 - D. Payroll status moving forward: payroll – QuickBooks will be used. Payroll Direct is another cost effective option. Darby will ensure that employees will get pay stubs. Staff will start clocking in on ECRS rather than Deputy starting 6/13.
 - E. Questions for board and how we can help: none at the time

Contract tabled for 6/19
- IV. Marketing Update & Report – Tabled for next meeting
- V. Sustainable Member Program Status – Rollout has been delayed because of member list not consolidated into one spreadsheet – Dina is working on it. An email will be sent to all members and needs to have a link in there to sign up. Timeline: email by end of week, phone calls starting the 26th. Tyler is currently getting the ping from Square when a payment happens. Darby will create a page addition on our website. Kyra and Derrick will review the email and

page prior to rollout. Carmen mentioned that for member loans they were called to extend loans for an extra 10% - need to follow up (maybe with Heidi) to determine if it had actually happened. Tyler will also try and check against member loans to acknowledge their loan if they receive a call about the campaign.

- VI. Planning/Finance: Tyler has been chair and is stepping away and Amanda will be the new chair. Kevin will remain on the committee and we will actively search out other member owners to join us.
- VII. Paul motioned and Steve seconded to enter executive session. Motion passed, executive session began at 7:05 pm.