

BisMan Food Co-op Board Meeting
January 9th, 2017
6:00 PM

I. Welcome!

Present: Board: Kayla, Kevin, Kyra, Glen, Brenda, and Hannah

Management: Troy, Reese, Larry, and Desiree

Guests: Mandy Dendy, Carmen Hoffner, Bob Crowell, Eloi Cyril, Melody Lane, Rene, Nancy Neuhardt, Liz Ricciardi, Becky Kadrmas (office manager), Jason Heid (cafe manager), Lacy Heid, Jen Haley (deli manager), Kristina R. (deli manager), Paul Brown, Krista Reiser, and Jens Randolff.

A. Agenda approval

Brenda motioned to approve agenda, Hannah seconded. Motion approved.

B. Minutes approval

Minutes were reviewed. Kevin moved to approve the minutes; Kyra seconded. Motion approved.

II. Treasurer's Report

Kevin reviewed the final Fiscal Year report for 2016. He mentioned that two additional invoices had come in but was not sure how to code them. Kevin is going to get them coded correctly and depending on where they are supposed to go. They will be included in that particular budget.

Kevin introduced the proposed budget for FY 2017. Glen mentioned that there are online options for training that could help bring costs down. Kayla mentioned that there could be some excellent trainers within the state. It was agreed that Kayla would look into it more extensively.

In terms of the food co-op conference (CCMA), the board talked about sending someone versus saving money. Glen stated that he would look into the grant money and if none was available that the board would table it.

It was agreed that the board would strike the line item dealing printing (\$200).

***Hannah moved to approve the treasurer's report; Brenda seconded. Motion approved.**

III. Interim GM's Report

A. Update on checklist from Garland McQueen

Troy and Desiree presented on Garland's recommendations and how they've been implanted within the store. So far, departments have been staying consistent. The new shelving should be shipping on the 18th. The store will be going through an entire reset at that time. The last beef that had been ordered was put into bundles and will be sold that way once the pricing is obtained. Capitol City Restaurant Supply visited and helped the managers come up with a plan in order to have a "hot bar" added to the salad bar.

B. Leaking Roof

Reese presented proposals for snow removal. Two were received; the conservative cost was \$4,000. Staff believes that the issue is structural. Troy stated he had a conversation with Jerry Doan that did not go well. Troy asked that a member of the board visit with the Doans' regarding this issue. Glen stated he would visit with Jerry Doan.

C. Accounting and QuickBooks update

Becky said that in terms of financials, all of the invoices have been entered. The daily sales issues with voids and corrections has been dealt with further education.

D. Changes in Departments

E. Cash position and Bank Reconciliation

F. Sales and trends/issues

G. COGS and trends/issues

H. Labor and trends/issues

I. Any issues related to other operating expenses

a. Meat Department

i. Information from producers

Local beef producers Paul Brown and Krista Reiser shared their concerns on the co-op's current beef plan. Meat manager Larry talked about how they are trying to get out from beneath the excess meat inventory. Manager Troy said that there will be no more ordering until a beef plan is created. Paul stated he was concerned because producers were asked to attend a meeting in November where beef were ordered. A few weeks passed and he received a phone call stating there will be no orders for a while. Krista stated she held back roughly \$45K in beef for the co-op and is concerned because she is losing money because the co-op is not accepting beef and she was told earlier.

J. Ends Update (if applicable)

K. Producer Showcase

Glen inquired whether there would be any future producer showcases. Paul Brown stated he was concerned with the producer showcases because employees at the store did not know the showcase was scheduled when he arrived and publicity was sent out last minute. Glen stated he was concerned because no publicity was sent out for his producer showcase that was scheduled.

L. Information for Consultants

M. Other

Troy has moved forward with asking RGIS for a date to do inventory; RGIS has not responded as of today. Desiree said that we are up 30 more members for a total of 2276 She believes that the significant number of gifts cards that were sold are helping bring new people into the store. She also said that member sales have been 65% of our total sales.

IV. Committee Reports

a. Finance

The finance committee discussed the current financials. The letters to members that have not paid their entire membership have not been completely sent out.

b. GM Hiring Committee

The board moved up the Hiring Committee item of the agenda. The board asked where we are at with the process; it was stated by President Glen that if the board made a motion to expedite the process, it would be done. Troy stated he had concerns with the board president being on the committee and asked why a particular candidate had not received a call back. Glen stated the candidates are still being screened. Kayla stated it will be up to the board as to who is hired for the gm.

***Kayla made the motion to call to schedule interviews with 5 applicants within 24 hours. Kyra seconded the motion; motion passed.**

- c. Marketing
 - The marketing committee person, Hannah, was concerned with the way committees were structured.**
 - *The motion was made by Kyra for Hannah to work with employees on how to use square space and update the website. Brenda seconded; the motion passed.**
 - d. Member Engagement
 - i. Website
 - This was addressed by having Hannah update content on the website.**
 - ii. Photographer
 - Glen stated Jesse Knudson is willing to provide photography services to the co-op.**
 - e. By-Laws Revision
 - f. **Kyra presented the bylaw revisions. It was decided that we would have a conversation over email about the bylaws and then the finalized bylaws would be sent out to the membership.**
 - i. Special Meeting
 - ii. Refund of Memberships update
 - Glen mentioned he spoke with two members who requested their membership fees and why they wanted their membership fees. Glen stated he would follow up with them after the special meeting.**
 - iii. Terminating Membership
- V. Old Business
- A. Volunteer Program
 - B. Consultants
- VI. New Business
- A. Board Member's Information and sharing time
 - Bob Crowell stated he had concerns with the state of the co-op regarding the fact it is losing money and publicity.**
 - Mandy Dendy stated her concerns with some issues related to by-laws.**
 - Jens Randolff stated his concerns with publicity regarding donations to the DAPL protesters. Rita stated the co-op had been donating food to the camp when Randy was still the manager.**
- VII. Other Business
- *Kayla made the motion to go into executive session due to issues between management and the board president. Kyra seconded; the motion passed. The board went into executive at 9:15 p.m.**
- VIII. Adjourn
- *Kayla made the motion to go out of executive session. Kyra seconded; motion passed.**

The meeting was adjourned 9:38 pm.