

BisMan Food Co-op Board Meeting  
January 23rd, 2017  
6:00PM  
Farmers Union Building, Mandan, ND  
**Meeting Minutes**

- I. Welcome!
  - A. Announcements / Check In
- **Present: Board –Brenda, Glen, Kayla, Hannah, and Kyra**
  - Guests – Interim Managers Desiree Utkee and Michael Valante by phone**
  - B. Agenda approval – **Kayla moved to approve the agenda. Brenda seconded the motion. Motion passed**
- II. Interim GM/consultant **Michael stated he would accomplish two main things: organize grocery store for better product follow and category mgt. Michael mapped out the store. The process will start tomorrow and be as subtle at possible. The Pro forma has been converted into an operational budget in percentages for ten years. Michael has been testing margins. The Pro forma can be adjusted in real time. Michael has shared this with Desiree and Troy. Michael made sure numbers are reasonable. Michael will build a budget template by department. Michael has built a department budgeting tool. This will save time from going through pages. Michael has placed functional things with types of food together and ties them together so canned goods will segway into each other with a natural progression. This will be in logical order. Michael stated this would help build incremental sales. The store will be adding a baby category close to wellness. Kyra asked if entire store gets training on what he just reported. Michael stated he will help staff and customers understand why changes were made. Michael changed the budget to reflect realistic (actual) numbers. Kyra asked if sales were under reported and expenses over reported and if this new pro forma help this. Labor is over spent and shrink is 10.8% over what is built into CGS. Labor is 8.4% over budget. Kayla asked how to deal with labor expenses. Michael stated the plan is to budget labor according to projected sales. You need realistic sales projections. Michael likes to under promise when it comes to labor for a cushion. Michael said grow sales instead of gutting labor. Kyra asked Michael to weigh in gm search process. Michael said he could do that.**
- III. Kyra and Kayla will inform Becky they will be the board members on EBT application.
- IV. Snow Removal
  - A. Bids
  - B. Name provided for Snow Removal **Ron will meet with Reese Tuesday at 10AM. Desiree only has photos from a contractor who placed a bid. Kyra asked if safety was a concern. Kyra asked if the goal was to get the snow removed. Desiree stated yes. Desiree stated most of snow is gone in areas. Brenda asked about bulging in plastic. Brenda stated Troy stated there could be 60 gallons of water. Brenda stated it is important to get the rest of the snow off. Glen stated Ron knows the roof well.**
- V. Building Maintenance - **Paul Breiner’s report would detail any maintenance concerns but it has not arrived.**

**VI. Board Vacancies - Kyra stated Angie would step down after GM search. Kyra suggested we have an election in conjunction with the meeting to discuss by-laws. Brenda suggested we keep the core board and get to be a functional board. Kyra suggested we appoint Derrick Braaten to the board. Kayla moved to appoint Derrick to the board. Kyra 2nd. Motion passed. Brenda stated she wished to step down after tonight. Kyra stated Brian McGuinness (sp) might be interested. Kyra will visit with Brian.**

**VII. By-Laws Requirements - Kyra asked if we would like to keep by-laws listening session on February 15th. Kyra will draft an email and send it to Glen to send out. Desiree asked if we could announce that. The appointed board member will only be until the next annual meeting. Brenda suggested we explain the process to the membership. Kayla stated she would help draft email regarding this. Desiree stated she could post the email on Facebook if a board member emails the text to her.**

**VIII. Executive Session – Kayla moved to enter into executive session. Brenda 2nd. Motion passed at about 7:30PM.**

**IX. Adjourn - Executive Session ended at 8:45PM. Meeting Adjourned  
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