

BisMan Food Co-op Board Meeting
February 27th, 2017
6:00 PM

- I. Welcome! Meeting called to order at 6:09pm
Board Members in attendance: Kayla Pulvermacher, Kyra Hill, Kevin Martin, Derrick Braaten, Hannah Moser (by phone) and Glen Philbrick
Store Employees present: Desiree Uttke, Reese Martin, and Troy Ricciardi
Guests present: JJ England, Daniel Wussow, Sara Wussow, Taylor, Toso, Paul Brown, Krista Reiser, Jeremy Reiser, Susan Ostby, and Dr. Steven Nagel.
 - A. Agenda approval: Kyra moved to approve the agenda. Derrick 2ⁿ the motion. Agenda approved.
 - B. Minutes approval: Kayla moved to approve the minutes. Derrick. 2nd the motion. Minutes approved.
- II. Treasurer's Report: No expenses since last meeting. Kevin stopped by Capital Credit Union to sign papers to become a designated signer. Kevin was informed others need to sign so he can become a designated signer. Tyler and Rebekkah are still on the account and need to be removed. They will need to stop in and sign paperwork. Desiree stated they would like to add Reese as a designated signer.
- III. Kevin moved to add Reese as designated signer to the account. Kayla 2nd the motion. Motion Passed. Tyler will call Capital Credit Union to get his name removed.
- IV. GM's Report
 - A. Membership: (Desiree) Member appreciation day resulted in over \$18k in sales. Music was provided as well. 17 new memberships were obtained in one day. There are 2856 members as of today. Troy stated they are almost meeting numbers.
 - B. Other: Glen stated he will add items for cogs, trends, labor trends, P and L to the agenda as was presented in previous meetings. The items were not listed for this particular meeting because they were covered during the prior February meeting. Troy stated he would like to have visual for the board, membership, and employees to see. Glen stated he could create the charts if he is sent the numbers. Glen will request from Becky the weekly spreadsheet.
 - C. Paul Brenier's Report: Glen asked for Paul's phone number. Glen stated he will contact Paul. Tyler said he will contact Paul tomorrow.
- V. Committee Reports
 - a. Finance

- i. Communication to membership: the board discussed how to communicate the content of Derrick's letter. Members felt it would be best if we could summarize the document in an email and send the email with an attachment of the entire letter.
 - ii. Information from Lenders: Glen stated he will be communicating with Nathan regarding tax deduction incentive. Steven Nagel stated we could create a group on Facebook for certain items such as this. Desiree stated she will start tomorrow having cashiers asking to update addresses. Kayla volunteered to put a campaign together. Troy suggested a video interview to be posted. Sam's name was suggested for a video. Troy stated he would like to list open book management charts as something available to our lenders.
 - iii. Hannah stated we could post on FB what is posted from the board on the website.
 - iv. We agree to review Derrick's letter and have it reviewed by Wednesday.
 - v. Tyler will send out a doodle to discuss capital campaign
 - vi. Glen is calling Lori and Nathan tomorrow.
 - b. Marketing: The marketing committee met last week. The plan of action is for the proposed marketing plan. Beth Kaylor is working with Sara and Troy to start digital advertising. Troy did not have access to some digital accounts. Troy stated a new google account has been created. Troy stated it will be active tomorrow. Hannah stated the first step is digital. Beth stated the next step is hiring a free-lance individual from a local agency to handle marketing and websites provided we set parameters. Hannah will have more information at the next meeting.

VI. Old Business

- a. CBLD Training: FU is willing to help with board and staff training and it's free. We just need to provide a date and time.
- b. Refunding of memberships: The board discussed repurchasing shares. Derrick will look into statute. We need to develop policy. Daniel Wussow stated to present hard numbers into presentation for dividends. Glen is reviewing two by-laws sent by Garland. Glen stated he has contacted members who requested refunds and will be calling them again to inform them of the status regarding the situation with membership refunds.

VII. New Business

- a. Listening Session: The following items came out of the listening session:

- i. Food Policy
 - ii. Food Survey place it on website and survey monkey. Troy stated the cashiers could accept a hard copy of the survey.
 - iii. Kyra moved to create a food policy committee. Kevin 2nd the motion. Derrick moved to amend the motion by appointing Kayla chair of the food policy committee. Kevin 2nd the motion. Paul brown, Steve. Nagel, and JJ England wanted to be part of the committee. Desiree will be on as well. The committee will discuss policy and survey at their first meeting. The amendment to the main motion and main motion passed.
- b. Founding Members List: Glen stated we will table this because it was to be discussed at a prior meeting. The list relates to the completion of the community room.
- c. APUC Report: Glen stated an extension has been requested and he will be completing the report. Glen also stated he will be asking Becky for a report for advertising and marketing expenses.
- d. Forms for Board Members: This is tabled for a future meeting.
- e. CCMA Grant: Glen stated he has located a grant to attend CCMA and will find info and forward the information to Desiree.
- f. Local Foods Grant: Glen stated he will be working on the local foods grant.
- g. Updated Employee Handbook: Glen stated Garland provided some updates to the employee handbook. Troy stated he liked Hunger Mountain's handbook.
 - i. Nepotism Policy: Troy stated there is a nepotism policy in the Hunger Mountain handbook. We will review this at the next meeting.

VIII. Other Business

- IX. Gm update: Kyra provided an update with Toby Massey's qualifications to the board. Derrick added Toby is personal and understand' co-ops values. Toby understands numbers. We have looked at full time or part time contract. Salary requirements have been a sticking point.
- a. Paul Brown passed out food policy. Paul stated he got it from the Fargo coop. Paul stated an Inventory policy is implemented in Fargo. Paul stated the meat case has no local meat. Paul wanted to know why there is no local sources. Troy stated we do not have a meat cutter and they wanted strictly local. Troy stated we could accept fresh cut packages but cannot process and pack it. Troy stated frozen packaged meat will be accepted here. Troy stated all of the local producers should be in the frozen meat case. Glen stated we could

schedule a meeting with Larry, producers, troy, Reese. Troy stated local producers do not treat Larry as customer like M&W does. Paul stated we were working off of what was communicated during the November meeting and there was no follow up from management when circumstances changed.

- b. Steve Nagel said he is willing to pay more for a local product. He said he customers are looking for it. Steve said he was told all meat was local. It was not local. Steve said he contacted someone at the store through emails. Steve stated he called regarding gift certificates. Steve stated Heidi was called but never called back.
- c. Jeremy Reiser stated it important to hire the right candidate.
- d. Taylor stated he emailed, it bounced back. Desiree stated there is an issue with the email on the website. Taylor said he would like to volunteer. Desiree stated she was waiting to hear about the volunteer program.
- e. Kyra stated she was curious whether Larry understands what he is purchasing and what the community wants. Kyra stated she was not sure if the beef was actually grass fed. Troy stated the part timers in the meat dept. need education. Troy stated Larry needs to be trained and there is a clean slate with the inventory. Desiree stated meat dept. was not educated. Troy said packaging from Bowdon is bad. Troy said if issues surrounding fresh was ironed out it would be easier to sell local in store. Paul said vacuuming and sealing is an issue. Kyra stated we could communicate to members how we can get local meats due to “fresh” situation. Maybe we have to change buying habits.
- f. Gmail and info emails: Hannah will remove that on website.
- g. Glen will email info@bismanfoodcoop.coop to see if it works
- h. Glen will reply to an email sent to a member we discussed.
- i. Reese said the roof leaks throughout the building. Troy claimed there are seven places that leak. Employee room has issues in ceiling
- j. Kevin moved to enter into Executive session. Kayla 2nd the motion. Motion passed.

X. Adjourn Meeting adjourned at 9:15PM