

BisMan Community Food Co-op Board Meeting

July 5, 2017

6:00 PM

- I. In attendance: Glen, Amanda, Paul, Kevin, Darby, Reese, Steve, Carmen Hoffner, Stephanie Engall, Melody Lane, Deb Knutson, Renee Burshek, Reese, Nancy Neuhardt, Casey Bettenhausen, Rita O'Neill, Alison Kelly
  - a. Meeting began 6:05 PM
  - A. Paul made motion to approve the agenda, Kevin 2<sup>nd</sup>; motion passed.
  - B. Minutes approval – There were 3 meetings worth of minutes, noted corrections to name spellings and add Melody Lane as employee attending the June 19<sup>th</sup> meeting. Amanda made a motion to approve the minutes as corrected, Kevin seconded; motion passed.
- II. GM Report
  - A. Website Update for Sustaining Member Program – do not yet have integration into point of sale, otherwise it's running on the website.
  - B. Sales and trends/issues – Sales were down by about 20k, but there were only 30 days and it's reasonable with summer beginning that sales would decrease as more people are out of town on weekends.
  - C. COGS and trends/issues – Paul questioned about item corrected on the P&L, Darby will look closer into that; Darby is looking at removing extra services such as Microsoft Office and G&K services.
  - D. Labor and trends/issues - Fronteer is still on hold because of the licenses
  - E. Inventory Update – Still one scanner is only working; will ask staff to volunteer to help.
  - F. Any issues related to other operating expenses – Discussed leasing the truck out but need to ensure that items such as availability to the store, who handles repairs and maintenance, etc. are figured out before signing an agreement.
  - G. Darby's equipment – table for another meeting
  - H. Other – Nonmember signups at around 20. The food policy will be on website, and community room and other events schedule will be on the website. Kupper Chevrolet will be back in contact with Darby regarding monthly appreciation grill-out.
- III. Committee Reports
  - a. Finance
    - i. Sustainable Member Program Campaign – Approved Dina's budget last Thursday, should have info back from printers by tomorrow, letters will go out next Monday and calls will start later next week; there have been a few sustainable membership sign-ups; Darby receives the information when people sign-up online; the finance committee will provide updates as the project progresses
  - b. Marketing – table for another meeting
  - c. Food Policy – table for another meeting
- IV. Old Business

- A. Employee Handbook – nepotism policy: there are some grandfathered in, however pay raises and employee evaluations will be handled by the gm rather than the department chair; there are differences between Garland’s and the store’s current; tabled for next meeting
- B. Farmers Union Request – request for an additional gift; Tyler had made first request (prior to beginning of 2016), will ask Tyler about how to approach them for donation.
- C. Annual Meeting Planning – trying to find location (library, heritage center reasonably priced), but if we feed people, it goes up; discussed approaching a larger church, Rita will check with Evangel for an available evening in late October; last year was a little over 100, estimating for 300 in current year.
- D. By-Laws and Election –
  - a. Discussed having an employee be added as a member of the board. Will have Derrick & Kyra review to determine if it should be a voting or nonvoting board member.
  - b. Discussed the petition for when a member requests to review the member list to contact members, having that petition go to the board to forward to the members;
  - c. Once Derrick & Kyra look over the by-laws, Glen and Kevin will get the by-laws updated into one document;
  - d. For members to vote they have to be members in good standing (not behind on their payments); Carmen mentioned that as a management team they decided that if a member is in and not in good standing they do not get their discount for that day;
  - e. For ballots, leave some in the store so long as there’s a member id space, email those that there’s an email for, and mail ones to others.
  - f. There will be two board meetings where a person could attend a meeting beforehand, otherwise their name will not be included on the ballot; Glen will revise the election document sent by Mandy to include this info to be approved at next meeting.

V. New Business

- a. RDFC loan terms – 18<sup>th</sup> of July; Tyler will put together an updated 3 year financial information. Goal is to spread out the balloon payment throughout 2018 rather than due at end of 2017. We will provide updated P&L and balance sheet, they are also requesting a

narrative about the financial and operational condition of the co-op. Glen will write a narrative.

VI. Other Business –

- a. Paul made a motion to move to executive session, Steve seconded. Motion passed, entered executive session at 7:36 pm.