

BisMan Community Food Co-op Board Meeting

August 7th, 2017

6:00 PM

6:07PM meeting begins

Glen explained first 20 minutes for employee questions. The board has a phone conference with a consultant at 8pm, executive session will begin at least by 7:55 to ensure we are ready on call.

I. In attendance:

- a. Board: Glen, Kevin, Paul, Amanda, Steve
- b. Employees: Darby, Carmen, Rita, Melody, Sam, Susan, Casey
- c. Guests: Tracy Finneman, Mandy Dendy

A. Agenda approval – Kevin made motion to approve agenda, Paul seconded, motion passed

B. Employee's Time for Questions and Concerns – none brought forward

C. Minutes approval – Kevin motioned to approve minutes, Amanda seconded, motion passed.

II. GM Report

A. Sustaining Member Program – Rita presented

- a. Currently 14, one of which is a \$500 level for a total of \$3,100; they have to be put in to ECRS manually
- b. ECRS tickets/issues – glitches – membership lists, contacts. It was mentioned that some members have instead purchased an additional membership rather than sustainable membership. Going forward new members need to have completed membership forms. No tickets have not been submitted to ECRS yet – Rita is determining what needs to be done so a full ticket can be created.

B. Producer Payments-Tracy Finneman

- a. Question is how do vendors get paid?
- b. Her terms are Net 15. Darby said going forward she should be paid within those terms, invoices are helpful but not necessary. She just clarified with him that an invoice in the box works and that she would be paid in that time frame. Darby said it does depend upon the cash position at that time. She asked if she can be notified upon that 15 days if she will not be paid – Darby agreed that it would be good to at least stay on top of communicating to the vendors within the time. He said he will try to incorporate that into policy. She also asked if she could get check on delivery, but he expressed concern that cash flow issues can arise if all vendors were to ask for COD. She discussed that the balance due was \$618 without interest, she asked if the amount could be paid tonight. Glen clarified with Tracy that she had not received a call from Darby when email had been sent that she would. She

expressed that he had left her a voice mail but when she called back and left a message for him to call her again she had not been contacted and this was the first time she had spoken with Darby.

- c. Took a few minutes break so Tracy could receive a check.
 - C. Cash position and Bank Reconciliation
 - D. Payroll Report
 - E. Sales and trends/issues – Sales were consistent with prior week.
 - F. COGS and trends/issues
 - G. Labor and trends/issues
 - a. Payroll Vendor Update
 - H. Inventory Update – have to change the pack sizes for bulk in order for it to properly catalogue inventory amounts. Deli taxable – may need to reach out to Carmen or Larry to discuss how to properly account for fresh items being used by the deli.
 - I. Kupper Update – Currently on promotion for Subaru purchases. They have suspended purchases, and then Kupper will reimburse, may need to add them in through the back end as it's not the easiest method for memberships.
 - J. Any issues related to other operating expenses
 - K. NDREC Meeting Update
 - L. Other-Floor coating and door
- III. Committee Reports
- a. Finance – tabled for next meeting
 - b. Marketing
- IV. Old Business
- A. Annual Meeting Planning – Will use the 4H building. Available dates are later October/November. Discussed that November 12 is the day after Veterans Day, so 3 day weekend people might be out of town.
 - B. By-Laws and Election
 - a. Reviewed election policy Steve made a motion to accept the election policy, Paul seconded; policy passed.
 - b. Will send out an email to the public asking for volunteers to form election committee
 - c. Members have to be in good standing to be on the ballot.
- V. New Business
- a. Conflict of Interest Documents for the Board –Amanda motioned to approve the conflict of interest policy for Glen, Steve seconded, policy approved. Steve motioned to approve the conflict of interest policy for Paul, Kevin seconded, policy approved.
- VI. Other Business
- a. Melody – tip char at deli, she feels that as a charitable thing, there's no specific remark as to who it's for, and sometimes people want to actually tip the deli. This is something for the GM to decide.
 - b. Mandy –
 - a. Concerns about
- A. Executive Session
- a. Entered executive session at 7:55