

BisMan Community Food Co-op Board Meeting  
October 2<sup>nd</sup>, 2017  
6:00 PM

- I. Welcome!
  - A. Agenda approval **Michael V. Carmen Hoffner, Dina Baird, Paul Brown, Rita O'Neil. Ellen Knudson, Tracy Potter, Kevin Martin, Dale Wetzal, Susan Ostby, and Steve Nagel. Paul moved to approve the agenda. Kevin 2<sup>nd</sup>. Approved.**
  - B. Employee's Time for Questions and Concerns
  - C. Minutes approval **Kevin moved to approve the minutes with the amendment of removing Melody as an employee in the 9-6-17 minutes. Paul seconded. Minutes were approved.**
- II. Michael Valente's and Carmen Hoffner's Report **See Attachment.**
  - A. Producer Payments
  - B. Cash position
  - C. Payroll Report
  - D. Sales and trends/issues
  - E. COGS and trends/issues
  - F. Labor and trends/issues
  - G. Inventory Update
  - H. Any issues related to other operating expenses
  - I. ERCS
  - J. Timberridge Update
  - K. Membership Refund
- III. Committee Reports
  - a. Finance No report. **Meeting next week to get September's numbers broken down. Amanda will be working on the reports for the annual meeting.**
  - b. Marketing **Bismarck Tribune will be dropped when the contract expires this month.**
  - c. Election **We had 15 applicants. Four have withdrawn. Ten have returned the necessary information. Information was posted today on the website regarding the election. A mockup of the ballot was made. Ballot should be finalized by mid-week. Voting will begin next week. Lea will be putting information on Facebook. We discussed how to present the by laws on the ballot. We discussed how we will word the voting of the by-laws. Michael provided clarification on how to word it. We have been using our current by laws provided by CDS.**
- IV. Old Business
  - A. Annual Meeting Planning
    - a. Agenda **Glen presented a broad agenda for the meeting. Michael said the gm report should be broad and report where we were, where we are, and where we are going. Tracy mentioned placing contentious items later in the meeting in case issues come up. Ellen will bring a PA system and projector.**
    - b. PowerPoint Presentation **Glen will create a presentation as will Carmen.**

- B. Truck **Paul provided the report regarding mechanic's report. Paul will call for a price list for repairs and report back.**
- V. New Business
  - a. Policy Register **Glen asked if we wanted to visit the Policy Register. Kevin thought it would be better to wait until after election and approval of by laws. Michael stated it would be good to wait until board retreat.**
- VI. Other Business **Michael stated the cooler is empty from meat. We should not worry about storing turkeys.**
- VII. Adjourn **Kevin moved to adjourn. Steve seconded the motion. Meeting adjourned at 7:55PM**