



Morrisville Food Co-op Board Meeting Minutes

April 22, 2020 5:00 p.m.

ZOOM Meeting - (click link below to join meeting*)

<https://vsc.zoom.us/j/94585506179>

Approved May 27, 2020

AGENDA - COVID 19 Response Focus

- 1. Introduction to Zoom**
- 2. Introduction of any non-board members in attendance**
- 3. Time for sharing from non-board members**
- 4. Action for Vote:** [Approval of March Minutes](#)
- 5. Action for Vote:** Appoint Nancy Banks to position of Treasurer through September 2020
- 6. Financial Report** (forgoing other committee reports unless there is pertinent information)
- 7. COVID-19 Response and Implications**
 - a. Store Report - Taylor et al.
 - b. Ad Hoc Committee report
 - c. Response Planning
 - i. Needs and Concerns, What responses are needed?
 - ii. How to have Store open on Saturday
- 8. Other business** - Time for non-board input, if needed
- 9. Executive Session** - Personnel Discussion

MINUTES

Present: *Elly Ventura, Nancy Banks, Jack Pickett, Tricia Follert, Kelley Lyons, Elaine Harvey, Larry Gibs, Nina Church (arrived 5:15), Lisa Zinn (arrived 6:55)*

Absent:

Guests: *Susan Titterton*

Staff: *Taylor Evans, Kasey Greene*

Elly opened the board meeting at 5:05 p.m. and welcomed everyone to the meeting.

- 1. Introduction to Zoom:** *(Not needed)*
- 2. Introduction of any guests (non-board members) attending** *(See list above)*
- 3. Time for sharing from guests** *(Not needed)*
- 4. Approval of March 25, 2020 board minutes** *motion by Tricia, 2nd by Kelley, all in favor.*
- 5. Appoint Nancy Banks as Treasurer through October 2020**
Motion to accept Jack's resignation as Treasurer by Elly, 2nd by Elaine , all in favor.
Motion to appoint Nancy Banks as Treasurer through October 2020 by Tricia, 2nd by Larry, all in favor.
- 6. Financial Report**
 - a. Nancy sent out financials.*
 - b. March was the largest revenue month ever.*
 - c. MoCo got a \$55,000 PPP loan; however, it does go in front of the CFNE loan. CFNE wants to convert this into a grant, so their loan is first. PPP loan cannot be used for anything but salaries and a small amount for utilities and rent, if it is to later convert to a grant. Have 8 weeks to use the funds; up to 2 years to pay, if it remains a loan. Ensuring that any additional personnel are hired as staff. Have paid all the small vendors; still need to pay Black River and Kehe. Cannot pay vendors from PPP loan. Additional discussion about the PPP loan followed. Discussion about using some of the loan for rent. Discussion about using some of the loan for an independent contractor who is available to do digital marketing.*
 - d. In discussions with CFNE about deferring loan payments to them. Nancy will get advice from CFNE about how we might invest in staff right now.*
 - e. Sales for week of April 13 \$12,100 net sales, only online. Sales for week of April 20 (3 days so far) - net sales \$8253; Monday strongest day. In store and online orders. Affected by shortage of inventory and weather.*
 - f. James (consultant) advises, may be able to recover some money from insurance for losses the week of April 6, when the store was closed for health reasons.*
- 7. COVID-19 Response and Implications**
 - a. Store report - Taylor's update:**
 - i. Customer comments and traffic have been very positive*
 - ii. Three new staff members and one who has decided to stay. All part-time, all high school students. Need another morning staff person, to have online orders open for more than 2 hours. Need additional staff. Current staff is very positive and works well together.*
 - iii. Working with James (consultant) on Catapault*

- iv. *For the future, suggest we begin to consider continuing online orders past the current COVID-19 situation; customers seem to like it. Figure out logistics and staffing.*
- v. *Need to get a handle on inventory; suggest before end of the quarter; build in ongoing systems for inventory; plan to look at 15 core basket items and competitive pricing*
- vi. *Plan to extend store hours to 6 p.m. next week, opening at 10 a.m. with online ordering for 2 hours prior to opening.*
- vii. *Discussion about staffing roles, present and coming, followed.*
- viii. *“My goal is to bring the community back to the co-op.”*

b. Ad hoc Committee report

- i. *(Nothing to add beyond what was reported under Financials.)*

c. Response Planning

i. Needs & concerns:

1. *Discussion about how current safety protocols for masks and gloves are being implemented and ensuring they are followed consistently, by staff and customers*
2. *Questions raised: If we were to have an exposure incident, what is our plan? According to Kehe, we have to be prepared to hire a company to come in and sanitize. Taylor to research a company.*
3. *Do we want to reserve in-store hours for the higher risk population? Survey in BEET what people want - high-risk store hours, online ordering curbside, input on hours; assume these protocols will be relevant past May 15.*

- ii. **Open on Saturday:** *Once we have staffing and build up core staff, the goal is opening on Saturdays, hopefully May 2.*

- 8. Executive Session:** *Motion made at 6:06 to move into Executive Session to discuss a personnel matter; motion made by Nancy, 2nd by Jack, all in favor. Came out of the Executive Session at 7:08.*

Meeting adjourned at 7:08 p.m.