



Morrisville Food Co-op Board Meeting Minutes -Draft

May 27, 2020 5:00 p.m.

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

<https://us02web.zoom.us/j/85257505762?pwd=WmJJWm1aYnhHQVJOdlBETi9iaYt3QT09>

AGENDA

1. Discussion: James Morrell, Columinate (25 minutes)
2. Action for Vote: [Approval of April Minutes](#)
3. Action for Discussion: Questions/Clarifications on Reports
 - Executive Committee
 - COVID Ad Hoc Committee
 - Member Loan Committee
 - Selection Committee
 - Finance Committee/GM
 - Produce & Staff Training
1. Action for Discussion:
 - a. COVID-19 Protocol
 - b. Review Draft [Inventory Management Policy](#)
1. Action for Vote: [Membership List Policy](#)
1. Other Business:
1. Executive Session (if necessary):

Present: Elly Ventura, Nancy Banks, Jack Pickett, Tricia Follert, Lisa Zinn, Kelley Lyons (5:20 arrival), Nina Church, Larry Gibs, Elaine Harvey

Guests: Lane Fury – James Morrell, Carol Lauber,

Staff: Taylor Evans, Kasey Greene, Chuck Waskuch

Elly opened the meeting at 5:02pm and welcomed everyone

Taylor announced that Kasey Greene is now the assistant manager as well as the buyer

1. **James Morrell**, Consultant congratulated and appreciated that the board and staff in building bridges.
 - Weekly meetings are happening w/Taylor, biweekly w/Elly and time with Nancy
 - Original contract was to assess the store with ways to increase revenues and support the GM. It is now Covid19 crisis management working with the GM to create daily & weekly priorities
 - Operational development planning has been pushed back until there is full stabilization with the Covid19 and staff training
 - Opportunities for growth, fresh produce, prepared food, grab & go
 - As the coop is now changing from a start up to the established business phase there will be system changes: developing system goals, cash flow goals and general practice guidelinesFinancially the coop will be current with all bills in 30 days but growing sales is critical

- Need to create a baseline starting point for the assessment of the store moving towards the getting processes in place
- The board should delegate to the GM about store investments, the GM is responsible to the board for the return on the investments.

Next steps:

- Identify priorities and makes procedures
- Develop and adjust the timeline that was in the original proposal

2. **Approved April minutes**, Jack made a motion, Elaine 2nd, all in favor

3. **Action for Discussion**

Executive Committee: Read by All

Covid Ad Hoc Committee: Lisa made a motion to appoint Nancy Banks to file the application to have the PPP loan converted to a grant, Jack 2nd, motion passed

Member Loan Committee: Letters going out this week

Selection Committee: 2 finalists for the GM position, selection within the next 10 days

Finance Committee/GM: April sales were down due to the store not being open full time, May has seen a strong increase in the last 7 days. Chuck is working on cash flow and the new form that CFNE wants the coop to use. A cash flow analysis is happening every week

GM: Best efforts are being put into place to position the store into a good cash flow position, changes in the store to create a buzz, customer services and products more affordable.

Staffing and staff training going well, there is no formalized procedure. Will be adding grab and go. The store is working with to build relationships with local growers and producers, not getting full deliveries from vendors, working on creating recipe cards on specific items to encourage people to try and buy new items.

GM to contact Hickok and Boardman Insurance regarding a claim for the losses during the week the store was shut down.

GM is going to make it mandatory that everyone wears a mask, staff and customers.

4. **Inventory Management Policy** approved, motion by Nancy, 2nd by Larry, all in favor.

GM to schedule inventory as close to June 30th as possible.

Membership List Policy: Lisa made a motion that when a membership list is used and the project is completed the list needs to be deleted off the systems that used it. 2nd by Nancy, all in favor.

5. Other business: June meeting will be via Zoom. Unemployment paperwork has been addressed. The GM is to work with James to have a hard draft of the budget at the June meeting as the fiscal year starts July 1, 2020.

Meeting adjourned 6:52pm

Respectfully Submitted

Tricia Follert

Secretary

Next board meeting via Zoom, June 24, 2020