



Morrisville Food Co-op Board Meeting Minutes
March 25, 2020 5:00 p.m.
ZOOM Meeting - (click link below to join meeting*)
Approved April 22, 2020

AGENDA

1. **Action for Vote:** [Approval of Feb Minutes](#)
2. **Action for Vote:** Appoint Larry Gibs to Board of Directors through September 2020
3. **Action for Discussion:** Questions/Clarifications on Reports
 - Executive Committee
 - Member Engagement Committee
 - Member Loan Committee
 - Nominating Committee
 - Finance Committee/GM
4. **Action for Discussion:** COVID-19 Implications
5. **Other Business:**
6. **Executive Session (if necessary):**

Present: Elly Ventura, Nancy Banks, Jack Pickett, Tricia Follert, Lisa Zinn, Kelley Lyons, Nina Church, Elaine Harvey

Absent: Larry Gibs

Guests: Susan Titterton, Mark Andrews

Staff: Toni Flynn, Mike Hauser, Olivia Buley

Lisa opened the board meeting at 5:03 and welcomed Elaine Harvey as a new member to the board.

1. Approval of February 26, 2020 board minutes motion by Tricia, 2nd by Jack, all in favor.

2. Appoint Larry Gibs to the Board of Directors through September 2020 motion by Nancy, 2nd by Tricia, all in favor.

3. Questions/Clarifications on Reports

- a. **Executive Committee:** *There is a board policy about who can sign checks, so would have to revise that policy for Olivia to sign checks. Nancy shared the reasons this might not be a wise practice long-term for Olivia, as bookkeeper to sign checks; if we do that she recommends it be short-term. Need to have someone able to sign checks, in addition to Mike, in case he is not available particularly during COVID-19.*

Decision: *The Board agreed to continue current policy and update the check signers as follows: Elly Ventura, Chair; Jack (John) Pickett, Treasurer and continue Mike Hauser, GM as a signer.*

- b. **Member Engagement Committee:** *Changes in plans are likely, given COVID-19. Committee has not connected since these notes were submitted.*

- c. **Member Loan Committee:** *Proposal to approach a select list of member lenders now to see if they might consider amending the date on their loans (or possibly forgiving). Nancy suggests revision of language in the letter about strong revenues in the early months of 2020 to ensure accurate portrayal.*

Decision: *Nancy will make revisions to the letter that mentions 2020 revenues. Motion to authorize the Member Loan Committee to send this letter out once those revisions are completed--made by Nancy, 2nd by Elly, all in favor.*

- d. **Nominating Committee:** *Committee will activate this summer. Mike H. is aware of a couple new prospects. Jack will send the name of one person to Tricia.*

- e. **Finance Committee/GM:** *Jack reviewed the committee report. Mike pointed out a couple things that need to be added / revised in the report. With recent COVID-19 events, sales in March are up. Don't know how that will look moving forward at this point. Many recent changes have been enacted. James (consultant) has been in touch with Mike to initiate his work with MoCo. Olivia shared the approach to vendor accounts in this uncertain time. Elly proposes adding a "key indicators" report to the financial report each month.*

4. Action for Discussion: COVID-19 Implications

- a. **Remarks from GM:**

Support from members has been great. MoCo is working hard to be there for the community. Are having to make changes quickly and daily. There is a level of stress for staff, understandably, with exposure concerns.

STAFF: Beginning to lose some staff; two staff leaving tomorrow for childcare concerns, plus a Saturday staff member for health reasons. Trying to fill that gap with existing staff. However, hiring staff right now could be risky in terms of exposure and also add a need for training. Have trimmed hours, but shopping for folks is very labor-intensive.

REVENUES: Recent weeks have been exceptionally strong; yet there are also expenses associated with that. This week will be somewhat lower, but still strong.

LOGISTICS: We have shown that we can do substantial phone orders and make it work. There have been challenges with phone lines. Website has had to be tweaked on an ongoing basis.

Discussion: *Decision to close on Saturday, as well as Sunday. Do we need to consider keeping one weekend day of business? Mike has had to make many good decisions over the past few weeks, and this need will continue.*

Elaine raised questions about various possible communications strategies that might be helpful at this time: Membership drive? Fund to help employees? Gift cards for staff? Messaging re: "MoCo as lifeline" "Invest in your community" "Continue to give MoCo steady business" etc. Need to be careful, given people's current financial situations, although some members may be looking for ways to help.

Decision: *Elaine will write up her ideas and send to the board and Mike for input and action.*

OTHER TOPICS: Any help with reading regulations re: unemployment insurance for MoCo employees. Rent for April has been waived. Conversations with CFNE re: support. Conversations with NFCA.

Decision: *Create an ad hoc committee to support Mike in making phone calls, getting information, and researching during this stretch of time. Topics: small business loans, unemployment insurance, new federal legislation, regulations for safety/ security/ health, etc. Motion: Nancy, 2nd Jack, all in favor.*

Ad Hoc COVID-19 Response Committee: Nancy (lead), Kelley, Elaine, Tricia, (and will ask Larry)

On behalf of the board, Lisa expressed great appreciation for the tremendous work Mike and the staff have been doing in this extraordinary time.

Meeting adjourned at 6:40 p.m.

*Respectfully Submitted,
Tricia Follert
Secretary*