



Minutes for Approval

Morrisville Food Co-op Board Meeting Minutes-DRAFT

October 28, 2020 5:00 p.m.

Google Meet

DRAFT MINUTES

Present: Elly Ventura, Larry Gibs, Kelley Lyons, Jack Pickett, Lisa Zinn

Absent: Nina Church, Nancy Banks, Elaine Harvey, Tricia Follert, Taylor Evans - General Manager

Minutes-Taker: Susan Titterton

Elly opened the meeting at 5:12 pm

1. Actions for Voting

- **Approved** September minutes, motion by Larry, 2nd by Jack, all in favor
- **Confirmed (already voted)** Charge for Member Loan Payback Committee: Larry and Nancy on committee; Susan Titterton willing to help; committee should decide about approaching YR 5 lenders for consideration to amend or forgive loans
- **Approved** Charge for new Outreach Committee: Susan is willing to chair; she and Taylor have reviewed committee description and are on the same page; board member on committee could act as liaison, not necessarily attend meetings; motion by Lisa, 2nd by Jack, all in favor

2. Actions for Discussion

- **Report on Financial Situation (see report from Nancy for more details)**
 - First Q report inaccurate in three departments (product, cheese/dairy, meet/fish); Chuck and Nancy are working on reconciling those errors; unsure whether can accomplish that; this is due to past (historic) incorrect data entry
 - \$71K in sales so far this month; 1% below 2019; uncertain about accuracy; wine sales are up 39% following the “reset”
 - **Concern:** Does staff have an understanding of MoCo’s cash flow? Chuck’s statement about cash flow being tight with several big bills coming up; need

to again alternate payroll one week & invoices the next since PPP funds have been expended; need to ensure that Taylor and Chuck can work that balance & understand the fragility of our cash flow situation (payroll, invoices, quarterly taxes, etc.), as we did before the PPP funds and now are resuming our “business as usual cash” situation. \$10K tax refund check is expected anytime and will provide some relief in this area.

- **Concern:** Review of Current Financials - report was to be provided by Taylor; not provided. Question capacity of current staff to produce financial reports in a timely manner. Not delivering as required. This leaves the board unable to assess the financial picture of the store and unable to assess the performance of the GM.

- **Identify priorities from Columinate Report**

Discussion: We’ve had lots of past discussion of possible things we could do to push the co-op forward, without clearly identifying what few things we will do. It’s time to create a clear action plan around a few priorities. Need to pair any chosen action with “what it will cost.” There are some things the consultant suggested that don’t cost anything. The consultant put forth many good ideas during the audit. The Board fully supports the work that is being done in the Peer Audit program and the relationship with Brittany, the Columinate consultant, continuing and will task Taylor, to work with her to create an action plan with priority strategies and how our finances will support each one. We want to identify financial strengths for MoCo. Brittany is a financial specialist. Next steps: Taylor will work with Brittnay to establish top revenue generating changes for the store and develop/recommend appropriate ways to measure the implications of those changes. Results of those changes will be represented in reports and Taylor will provide weekly reports of project progress to Board Chair.

- **New Officers**
 - Chair: Jack is interested
 - Vice Chair: TBD at November board meeting
 - Treasurer: TBD at November board meeting
 - Secretary: TBD at November board meeting (Tricia willing to support)
 - Additionally, Susan Titterton is willing to provide support for Chair and Vice-Chair for agreed-upon tasks

- **Determine Date for November Mtg:** Elly will do a meeting doodle to determine a date. Mondays are not available.

3. Committee Reporting:

- Finance Committee (no further discussion)
- General Manager

- Bulk section is now self-serve
- Working on financial discrepancies
- Chuck is working with ECRS
- Executive Committee (no discussion)

- Nominating Committee
 - 32 ballots so far; need at least 18 in next week
 - **Action:** Board members to ask people they know to please vote.
- COVID Ad Hoc Committee
 - There is another round of grants for CARES funds. **Action:** Kelley will look into it. Deadline November 1.
 - Committee will look at any grant opportunities that are advertised

4. Other Business:

- **Annual Meeting Debrief**
 - Survey Results - Susan Titterton previewed for board.
Action: Susan will send out a summary for all board members to read before the November meeting.
 - **Action:** Susan Titterton will write a summary of Annual Meeting for MJ
- **Register for the Financial Training: Nov. 5, 12, 19 & Dec. 3 Begins at at 8PM**
 - Mark, Elly, Jack, Kelley, Rachel, Beth (financial committee), (and perhaps Nina) are signed up
- **Produce in plastic bags:** Nina would like to see less plastic. Put in a 2-cents feedback form
- **“Good news” observation:** Lisa seeing increased traffic in store compared to pre-pandemic days; many new members signing up (1-2/d) since she had been keeping the membership list for voting.

Motion to move into executive session made by Elly, 2nd by Jack, all in favor

Lisa made a motion to adjourn at 7:15 pm, 2nd by Jack, all in favor

Respectfully submitted,
Susan Titterton, Minutes-Taker