



Morrisville Food Co-op Board Meeting Minutes
August 26, 2020 5:00 p.m.
Google Meet
Approved September 23, 2020

Present: Elly Ventura, Larry Gibs, Jack Pickett, Lisa Zinn, Nina Church, Kelley Lyons (left at 6:12pm)

Absent: Tricia Follert, Nancy Banks, Elaine Harvey

Staff: Taylor Evans

Guests: Mark Andrews (left sometime 6:05), Cari Varner (potential board candidate), Carol Lauber (left 6:25), Rachel Funk (arrived 5:33, potential board candidate)

Minutes-taker: Susan Titterton

Elly opened the meeting at 5:10 pm

There was a round of introductions, including guests and board members.

- **Approved** July minutes, motion by Nina, 2nd by Larry, all in favor [July Minutes](#)
- **Action for Discussion:** Questions/Clarifications on Reports
- Executive Committee
 - Many things going on in the store; Q2 budget not ready for this meeting.
- COVID Ad Hoc Committee
 - Nothing to add or discuss.
- Member Loan Committee
 - Nothing to add or discuss.
- Nominating Committee
 - Priority is to recruit candidates for board elections. There are 4 people who may be interested in running for the board.
 - Considering board elections like what Buffalo Mountain Co-op is doing, which is: Introduce board candidates at Annual Meeting with in-store voting for two weeks following. This would be instead of electronic voting. Need to work with Taylor and MJ on this idea.

- Have not yet drafted a proposal for one-year members. Coming next month.
- Finance Committee
 - Completed inventory June 30. Will do spot checks in future. Chuck is finishing up the reconciliation. Store very busy, so getting the Q2 budget challenging.
 - FY20 numbers not yet completed; need those for report out at Annual Meeting.
 - James's report recommendation was to create an accounting notebook so there's a shorter learning curve if/when a new bookkeeper comes on. Chuck is doing a great job; this is just to make any transition easier and quicker.
 - Kelley will follow up with Chuck and Nancy on Accountant doing the depreciations.
- GM
 - Net Actual Sales for July \$85,425.00 July Budgeted Net Sales \$82,720.00
 - July Average Daily Sales of \$2,756.00 for an increase of \$407 per day over the June Average Daily Sales of \$2,349.00
 - The above shows an increase of \$735.00 per day compared to May sales figures.
 - Store traffic increasing and online orders decreasing; have needed to keep some shoppers queued outside due to increase and 5 shopper maximum in-store limit.
 - New members: No new members in July before new membership drive; July 28-30 we had 8 new members; so far in August 12 new members; total of 20.
 - Sales for August look to be around \$3,000 per day; want to aim for \$3,500. Sales are becoming more consistent, not so much variability with highs and lows.
 - Discussion of how founding members perceive the new membership structure; no one has expressed concerns.
 - Accounts payable: We are in good shape. Local vendors paid within 15 days. Kehe and Black River are larger outstanding and paid 30 days.
 - Cash flow: Has been fine with receipts coming in. Would like to build more cushion.
 - Margins: About 38% margin overall, if you blend the margins. Working on increasing the turn.
 - Product: Got a business Costco membership; many items at lower price than Kehe for same brands. Able to start putting extra merchandise on shelves. Also blending pricing and reducing some prices. Examples: King Arthur flour, Cabot butter, and Polar Springs seltzer. They are a wholesaler like anybody else. Suggest we get vinegar from them as well; lots of people are cleaning with it and pickling too.
 - Comments on some recent changes: Great having fresh bread on Sundays. Appreciate signs at register encouraging payment by cash or debit. Appreciate mozzarella and basil for tomatoes now. Produce has never looked better.
 - Staffing update. Lots of training over the next several weeks:
 - Hired bulk/produce manager with lots of food experience; starts Aug.31.
 - Son part-owner of LePage Farm in Barre
 - Massage & wellness experience

- Computer/ spreadsheet skills
 - Great people skills
- To replace students leaving for school, 3 new NVU students coming on board; described their backgrounds
- Columinate consulting project update: Independent project is wrapped up. Report came late yesterday. James did video audit of store as the kick-off to the Peer Audit project that will help identify implementation projects and develop a peer relationships with other similarly matched co-ops in the region. Discussion of some of the report recommendations and the work with consultants.
- Q: Anything Taylor needs from the board right now? At some point doing pick-up from Costco would be helpful.
- **Action for Vote:**
 - Q2 Budget Vote
 - Not ready for a vote this meeting.
 - [Budget Policy](#)
 - Last vote was not on full policy. Motion to pass full budget policy by Jack, 2nd by Kelley, all in favor.
- **Action for Discussion:**
 - Annual Meeting: Wednesday, October 21
 - **Discussion:** Whether to publish a printed Annual Report this year. Tight time frame to get all information by August 31. Nice document, but really serves as a script for Annual Meeting. Suggestion to do it in PDF format and share digitally. People can print if they choose. We can also print a few copies for those who need it. Aim to make it available shortly before the Annual Meeting. Discussion of Elly's draft Annual Meeting agenda. Discussion of whether to do a 10% discount, as Buffalo Mountain did; suggest Taylor figure out what we can afford. Suggestion for slideshow as people arrive: Pictures of MoCo members and their families, extra points for with store as background; add photos of MoCo vendors/ growers (Carol and Nancy have already gathered.) Elly is thinking of being in the store for the Annual Meeting.
 - **Consensus on Annual Report:** Set a later deadline for the Annual Report, before Annual Meeting, if possible. Make available online and a few printed copies (20) in store. Share info in presentation at Annual Meeting.
 - **Assignment:** Elly will send a draft agenda to all board members and they will each give her at least one item of content that they would like to have included; telling the story of MoCo's past year.
 - James Morrell's Consultant Report: Sent Tuesday night, see notes above. Further discussion next month.
- **Other Business:**
 - Three month marketing grant generously given by the Tittertons
 - Three month grant of \$3000 for additional time for MJ for marketing and communications; will include some print advertising in local papers for Co-op Month.
 - Incentive Package Update: All set, no change

- Neighboring Food Co-op Association's (NFCA) virtual Membership Engagement Workshop on Friday, September 11th 2020
- [Consumer Cooperative Management Association Virtual Conference Webinar Recordings](#)
- Friday is Brianna's last day as she goes off to college. Please stop by and thank her, if you have time. Elly will put together a card.

Motion to move into Executive Session by Elly , 2nd by , all in favor.

- **Executive Session:**

- Personnel Check In
- Pay back of member loans

Next Meeting - September 23, continue in virtual format

Motion to adjourn meeting at 7:16 by Jack, 2nd by Lisa, all in favor

Action Items

1. Taylor to complete Q2 budget and send to Elly ASAP
2. Nominating Committee will complete proposal for By-law change
3. Elly to send get cards to store by Thursday for Board to sign
4. Elly will send Draft agenda around for all Board members to contribute content for Annual Report and ANnual meeting content
5. Elly will send webinar opportunities to Board members
6. Kelley will follow up with Chuck about reaching out to accountant

Respectfully submitted,

Susan Titterton, filling in for Tricia Follert, Secretary