



**Morrisville Food Co-op Board Meeting**  
**October 25, 2021 5:30-7:30 p.m.**  
**Approved Minutes**

Present: Beth, Larry, Kelley, Cari, Dani, Taylor, Scott, Susan, Don

Absent: Jack

**1. (5) Vote- Approve meeting minutes** - September 27, 2021 Draft Minutes - Kelley motions, Larry seconds, all in favor.

**2. (15) Vote** - Recommendation to form Personnel Committee - Don motions, Beth seconds it. All in favor. Motion passes. Formed as described in document.

Taylor would like an employee review sooner than January. Process will be expedited.

- a. **Report** - on other items -
- b. **Dates** - Employee & Board Trainings - could be held in conjunction with Buffalo Mountain Co-op. Cari motions, Danielle seconds, all in favor. Motion passes.
- c. Taylor raises issue that employees have hard to manage schedules. Could be taped to accommodate staff varied schedules, but ideally would be live.

**3. (15) Reports**

- a. ZaExecutive/ Finance Committee - Meeting notes; Work-in-progress - will merge Executive and Finance committee (Beth, Jack, Susan). Meets three times per month - follow-up to board meetings, meet with Taylor to review financials, meet to build agenda for next board meeting.
- b. GM Report - [Report](#) -new membership is still increasing.
- c. Nominating Committee - [Meeting notes](#) - Larry requests list of top ten to fifteen spenders in the past year of Co-op. Taylor will do if possible by Thursday. Larry is seeking to fill one board seat. Susan will be up for one board member slot.
- d. Member Loan Committee - none this month

**4. (20) Discussion - FY21 Year-End Financials** - All documents -  
\$80,000 operating loss for FY 2021.

Liabilities outweigh our assets. We are not making a profit, sales stagnated for a few years, trend is going upward but need to see more consistent data. Next year will be critical in terms of profits, and at least operating profit.

**5. (30) Discussion - FY22 Draft Budget - Budget\_3rd draft\_21-22**

Taylor can help fill in other missing expenses. Once this is done, the board can approve this as a working budget for the next year. Taylor will get hard stuff for next couple of days, waiting for figures from contractors for the following few days. Need description from Taylor to estimate the deli/kitchen build-out. That is key - the board cannot approve the budget. Goal of draft budget complete by annual meeting, we can adopt it at our next November board meeting.

Executive session - Larry motions, Kelley seconds all in favor 6:56 pm

Don motions, Larry seconds, all in favor at 7:24

Vote to tighten up how EIDL funds are handled, treasurer will move money to savings and act as gatekeeper to expenditure of funds in the future budget moving forward, or approval of expenditures item by item. . Cari motions, Dani seconds, all in favor.

**6. (20) Discussion & Next Steps - New GM report format** - Model to adapt - tabled until next November meeting.

**7. (10) Updates - Annual Meeting**

- a. Reminder: Run-through meeting Monday, November 8th, 6:30-7:15, via Zoom

**8. (10) Discussion - 2021-22 Board Meeting Schedule & Format**

- a. Zoom or in-person - Larry would like to meet in-person, in past we met in the town offices in Morrisville. Allow for remote participation as necessary. Kelley, Scott & Dani express interest in keeping it as Zoom moving forward, until case numbers are lower. Many co-ops are still doing Zoom meetings presently. We can revisit later. Cari to send out Doodle Poll for time 5:30 - 7:30 and explore different days of the month.

**9. We will review the following items in November meeting.**

- Check Signing Authority (12/20/17)
- Financial Condition & Activities (8/28/18)
- Budget Policy (2/26/20)

**Adjournment** Larry motions for adjourn, betth motions, all in favor. At 7:32 pm.

To Do

Cari - Doodle Poll re: next meeting in December, Week of the month/day of the week for 2022

Taylor - Budget, Missing financial numbers, list of biggest Co-op spenders to Larry

? - Schedule board and employee training