



Morrisville Food Co-op Board Meeting

March 16, 2022 5:00-7:00 p.m.

[Zoom Link](#)

Final Minutes

Board: Don, Dani, Beth, Susan, David, Cari, Larry

Staff: Eric & Amrita

Absent: Scott, Kelley

1. Welcome

Meeting called to order at 5:05

2. Member Comments & Concerns (if any)

No members present

3. Vote - Approve meeting minutes - [February Board Meeting Minutes](#) (Draft)

Susan motions to accept minutes. Danielle seconds. All in favor.

Old Business

4. Review - Status of action items from previous meetings

- a. An employee HR meeting is a goal, as well as an all-staff meeting. Amrita and Eric will work towards this.

Eric is planning on having the meeting in March.

All employees have seen and signed the handbook.

- b. Beth will provide support to Dave for financial and budget information.

Beth will arrange a meeting with Dave in the near future.

- c. Kelley will reach out to Helene Nilsen by the end of this week.

Kelley has not reached out to Helene. Dani will follow-up with Kelley.

- d. Beth will email and post the final financials. COMPLETE

- e. Scott will reschedule the Fundraising Committee for next week. COMPLETE

- f. Susan will take the lead in creating a draft plan for how to reach out to members.

Susan and Amrita are meeting next Wednesday to go over this.

- g. Susan will send summaries from member roundtables from those meetings to Amrita. COMPLETE

- h. Eric, Amrita, Beth & Susan will be in attendance at the Neighboring Food Co-op meeting. Susan will follow-up if more people can attend.
Eric, Beth & Don are both registered for the conference. They will provide follow-up at the next meeting.
- i. Beth will arrange for new Directors & Officers Insurance.
An application is in for a new insurance company is pending.

New Business

5. Discussion & Vote to Approve - [February Financials](#) & [Treasurer's Report](#) (Beth)

6. Discussion - [Co-GMs Report](#) (Eric & Amrita)

In February, the Co-op added new 2 memberships.

All marketing, website maintenance, Facebook/Instagram and email to existing personnel. Amrita and Katelynn are taking the lead on this.

Payroll is 24% of revenue. Payroll increased 3% over Feb, but should be decreasing in March.

The Board is very supportive of the work of Amrita and Eric.

To account for inflation, Eric and Amrita are passing along price increases from vendor into sales prices. Overall, there haven't been huge increases from vendors. Important metrics are cost of goods, costs of labor. If the margin gets worse, then we aren't keeping up with inflationary costs from vendors. But if the margin stays the same, we are on track.

Our goal is 35% for net margins in retail. This is a reasonable goal.

Eric & Amrita will do storewide audit of the margins for each item, including cafe sales.

We have an increase in the number of customers, so that is accounting for the increase in sales.

Cafe sales were around \$3,500. Beth is hoping to see an increase now that Elizabeth can focus on improving products.

7. Discussion - Committee Reports

a. Executive / Finance - Don, Beth, Susan (Don)

Beth & Eric are working on a procedure list for Sandy for payment of invoices.

Net operating income was \$1,400 profit for February but we did not pay rent. Any donations or fundraising needs to offset operating costs, not as profit.

In sales by department, the Cafe was great in September and October but dropped down. It needs to be generating more sales, this is a marketing issue and can be improved by word of mouth and FPF. An idea for future marketing efforts is to showcase vendors at Wednesday Night Live or host afterwork wine and cheese tastings.

Payroll is the biggest cost - with reshuffling of positions, April will see the impact of the changes made in payroll.

Cashflow situation and invoice payment is much improved.

b. **Nominating** - Larry, Scott (Larry)

Committee met on Tuesday March 8. All present. Primary discussion was Cari, Susan & Kelley's term are up in October 2022. The current plan is to recruit for three seats.

c. **Personnel** - Kelley, Dani, Don (Kelley)

Next step would be GM review process. The performance review was supposed to be in March.

d. **Member Loan** - Susan, Beth, Nancy, Dave - [Notes from 3/10/22](#) (Susan)

In Fall, we will approach Year 6 and other lenders about the possibility of forgiving their loans, as we won't have to pay taxes on this.

A multi-pronged approach to pay back loans eventually

- Set aside \$200 for loans
- Fundraising committee raises money and it is set aside to pay back loans
- "Retire the member loan" by having all members fund the larger loans that were given to start up the co-op
- RIUFC program to support this effort?

The goal to confidently say to lenders that we are working on accruing money to pay back the funds in the timely way.

e. **Fundraising** - Cari, Dani, Scott (Dani)

The committee developed an idea to raffle different basket each month. April is a Peck's Flower arrangement. May is the basket with goods which the Co-op already has, June is large basket with two winners. Goal to raise \$1,500. 22 tickets already sold!

8. **Discussion: Board Clerk proposal** - [Description from Upper Valley Co-op](#)

Beth motions that a co-op employee take on Board Clerk job responsibilities. Eric & Amrita to decide on number of monthly hours not to exceed 10. Amrita & Eric with executive committee

decide to define job responsibilities and lines of authority of this position. Larry seconds. All in favor. Unanimously passed.

9. Decision: Board Meeting format - in-person or Zoom or hybrid

Meeting room at Town Hall which is available on Wednesday evenings with screen, cameras etc. necessary technology.

Beth, Dani & Cari would prefer Zoom.

Susan, Larry, Amrita and Eric are fine with either way.

Don & Dave would prefer in-person

No decisions was made.

10. Other business

Eric & Amrita expressed interest in going to masking optional as of March 28. Board supports the change to make masking policy optional as of March 28. Board expresses support for the GM to make the decision.

Eric is working on getting UNFI, a competitor for Kehe. Beth is agreeing to be a guarantor, but they need a SSN and run a credit check. Eric is reaching out to Buffalo Mountain to see how they are handling this situation. Susan recommends Kathryn Arnold.

11. Review of Action Items for this Meeting

- a. Eric is planning on having the all employee HR meeting in March.
- b. Beth will arrange a meeting with Dave in the near future regarding the financials.
- c. Dani will follow-up with Kelley regarding a meeting with Helene Nielsen.
- d. Susan and Amrita are meeting Wednesday March 23 to develop plans to reach out to members regarding forgiving loans.
- e. Eric, Beth & Don are both registered for the conference. They will provide follow-up at the next meeting.
- f. Beth will report on the status of Directors & Officers Insurance, as the application has been submitted and is pending.
- g. Eric will provide dollar amount per employee hour statistics in next GM Report.
- h. Eric & Amrita will do storewide audit of the margins for each item, including cafe sales and include this in the next GM Report.
- i. Beth & Eric are working on a procedure list for Sandy, so everything is checked.
- j. Cari will look into process and application for signs on Route 100 and Route 15.
- k. Susan & Amrita will set-up schedule for board to post to FPF. Eric & Amrita can share particular products or areas of focus - board members can also reference Facebook and Instagram posts.
- l. Larry will reach out to each member whose term is expiring this Fall and discuss their intentions for staying on.

- m. Dani & Don will reach out to Kelley to schedule a Personnel meeting.
- n. Meeting in-person will be discussed at the next Co-op Board meeting.
- o. Hosting a board retreat or board/staff potluck will be discussed at the next Co-op Board meeting.

Adjournment - Susan motions. Larry seconds. All in favor. At 6:50 pm.