



Morrisville Food Co-op Board Meeting

June 21, 2023, 2023 5:00-7:00 p.m.

Location: Community Meeting Room, Morrisville Town Offices, 43 Portland St

DRAFT Minutes

Present: Jessica, Susan (minutes), Beth, Jon, Megan, Dave (via Zoom), George (via Zoom, arrived 5:30), Eric **Absent:** Don, Stephanie

Opening

1. **Welcome** - Jessica opened the meeting at 5:01 pm.
2. **Member Comments** - No members present.
3. **Vote - Approve May meeting minutes** - [May Minutes](#)
Request to list names of those present in each meeting minutes.
Motion to approve minutes by Jessica; seconded by Megan; approved unanimously.

Old Business

4. Update on Independent Financial Review

Jessica updated the board on the status of this; scheduled to begin in the next few weeks.

5. Proposed GM Growth Goals

A draft of GM growth goals was shared with the board and briefly discussed. The board asked the Personnel Committee (Megan) and Eric to do some more work on these and revise for consideration at the July board meeting.

Noting for future meeting agenda (July)

- [Capital Fund Policy](#)
- Recommendation to use EIDL funds to pay down some of the CFNE line of credit

New Business

6. Discussion & Vote: [May Financials & Treasurers Report](#)

As these were not available until the board meeting, it was decided to table this item and review in July as part of the Year End financials.

7. Discussion - [GM Report May 2023](#)

GM Report was discussed and accepted.

8. Proposal & Vote - Update [Employee Handbook](#) - Proposal to add PTO under Benefits (p. 12)



All staff will receive .019 hours of paid vacation time per hour worked and also receive 0.019 hours of sick time per hour worked. Use of PTO must be approved by the GM as per current procedure. Vacation and sick time may be carried over across years up to a total of 15 days (120 hours), but must be used while employed at the Morrisville Food Co-op. This is retroactive to May 2023.

Motion to approve proposal by Dave; seconded by Jessica; approved unanimously.
Megan will make the change in the Employee Handbook.

9. Discussion & Advice: add 2% credit card transaction fee (Eric)

Credit card fees are a major expense. Our FY24 budget has us paying more in credit card fees than in rent. Eric proposes to add a 2% fee on all credit card transactions, as well as on debit card transactions. Currently, Catapult doesn't have that capacity, but the Catapult representative has encouraged Eric to request it be an added feature and he believes that will happen. When it does make the change, he will give shoppers a heads-up and the rationale for the change before instituting it. Dave suggested that Members get an option to bypass the fee by putting cash on account at the co-op.

10. 2023-4 Budget Discussion & Vote - [Draft Budget](#)

Motion to approve FY24 Budget by Dave; seconded by Jessica; approved unanimously.

11. Discussion + Vote: Member Loan Repayment 2023 from Capital Fund

Beth informed the board that four member loans are now due for repayment- one was due 2022 and three are due 2023 - for a total of \$10,000, plus interest. We do have enough in the Capital Fund to cover these payments.

Motion to approve payment of the four member loans due from 2022 and 2023 for a total of \$10,000 by Beth; seconded by Dave; approved unanimously.

12. Member Survey - Update & Next Steps

Dave & Megan shared that the survey has not gone out yet. The plan is for them to finalize the survey with our SOAR work in mind, get it out to the board for comment with a 1-week turnaround time to respond, and prepare it to be sent out with all the accompanying logistics (PR, incentives, etc.) The consensus was that September is likely a better time to get more responses than during the summer.



13. SOAR Process

- a. Susan highlighted sections of the [Overview of potential process/timeline](#) drafted by SOAR Facilitator Pru Sullivan and refined by Jessica and Susan. Proposed plan includes: Design Team (2 board, 2 employees) who, with support from Pru, would coordinate pre-interviews, communications, data preparation (Data Team), and planning & logistics for a SOAR Session to coincide with the Annual Meeting on a weekend date in October. All board & employees to be involved in some part of the process, with varying levels of time commitment.

Initial Consensus Check:

- Support moving forward with SOAR Process: Jon, Dave, Jessica, George, Susan
 - May support, but have a concern to share: Beth (Can we populate the Design Team? It sounds like a big commitment.), Megan (Can't do SOAR Session on any of the proposed October dates), Eric (Concerned about time commitment)
- b. After discussion, the following actions were identified as next steps:
- i. Susan & Jessica to revise the plan to lessen the Design Team workload, decouple and balance the functions across other teams (Survey Team), and come back to the next board meeting with something that feels more manageable.
 - ii. Design Team: Susan, Eric is considering, others to be added
Susan to follow up w/ Eric re: himself & another employee
Jessica will enlist another board member for this team
 - iii. Data Team: Dave, Megan, perhaps Stephanie
 - iv. Planning for Annual Meeting: Susan has led in past; Beth will lead this year
 - v. Annual Meeting: 3rd Wednesday evening in October (confirm in July)
 - vi. SOAR Session: Look for a weekend date in November that works for board & GM

14. Committee Reports

- a. **Executive/Finance** - (June minutes)
- b. **Member Loan/ Capital** - ([June 19 minutes](#))
Work on member loans completed for this year. Committee will not be meeting monthly and will reconvene in spring 2024 to do outreach on loans due July 1, 2024. There was discussion about whether the board wants to configure a committee charged to work on a Capital Campaign. This will be an agenda item for an upcoming board meeting.
- c. **Personnel** - We need to clarify who is the Board Liaison for the employees.
Jessica will check to see if Don is still filling that role and will make sure staff is aware.
- d. **Nominating** - No report this month. Committee will need to recruit candidates to run for open board seats in October board elections

Adjournment: Motion to adjourn by Megan; seconded by George; approved unanimously.
Meeting adjourned at 7:16 pm.