



## Morrisville Food Co-op Board Meeting

Feb 21, 2024 5:00-7:00 p.m.

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

&

[Zoom Link](#)

### Minutes

#### Opening (5)

1. **Welcome:** Jessica Seddon (Board Chair)

*Don, Beth, Dave, Eric, Bob, Kaylin and Megan present in person. Jessica joined from Zoom. Meeting began at 5:03pm.*

2. **Member Comments** (if any)

*No members present, no comments.*

3. **Vote:**

- a. Approve prior meeting minutes: [January 2024](#) Minutes

*Don made a motion to approve the prior minutes, Dave second, vote was unanimous.*

#### Executive Session (45)

4. 1 Item [key points shared by email]

*Don made a motion to go into executive session, Dave second, vote was unanimous.*

*Executive Session began at 5:07pm. Don made a motion to close executive session, Beth second, vote was unanimous. Executive session ended at 6:02pm.*

#### Old Business (0)

5. [Moving to time TBD by Personnel Committee] Revisiting older discussion (October 2021) on "Respectful Workplace Training"

*No old business.*

#### New Business

*Jon Miles resigned from the board. We now have a vacancy. Bob made a motion to accept Jons resignation, Megan second, vote was unanimous.*

#### 6. Finance (15)

- a. Discuss & Vote: Quarterly Financial Report

- i. [Charts/Statements](#)

- ii. Written Overview

*Beth reviewed Charts/Statements with the board. We look at finances on a quarterly basis now. Beth notified the board that we are still waiting for Cometrix to send data for industry*



*comparisons. Beth feels that overall we are seeing a great improvement from where we were 3 years ago.*

- b. Review findings of [CPA Review](#)

*Beth reviewed CPA Review with the board. She states that one of our biggest assets is the inventory but we did not have documents to support it. They are something we cannot recreate and need done at time of inventory. A lot of information was requested for the CPA review and overall we were able to provide details and answer all their questions.*

**7. Discussion: [GM Report](#) (Eric) (15)**

*Eric presented the GM Report as shown. The new product manager Jessie Noon was recently sent to a NOFA conference for staff development which turned out well. Beth would like to chart memberships over the years including new vs renewals.*

**8. Equipment Investment Needs: POS System (Eric)**

*Eric spoke on the need to renew the POS System. He received a notice by the company and has two quotes. If no action is taken we will lose support. There is a soft cutoff in February and hard cutoff in June/July. Eric sent the board the best quote. Don made a motion to purchase two new POS systems for the front of the store for approximately \$2,000 each. Dave second, vote was unanimous. Dave moved to approve financial reports and Bob second. Vote was unanimous.*

**9. Engagement Planning (45) - Megan**

*Megan would like to open the engagement committee to members after this initial meeting today.*

- a. We have a PAHS student interested in the photo internship (Zen)

*Jon is still interested in helping with this student. Jessica is talking with them this Friday.*

- b. Morrisville University discussion and possible participation.

*Eric is working with Elizabeth to create a food inspired class for this. They sent out a note to co-op staff but had no replies. We are trying to be active participants in the community.*

- c. Meeting Date 1st Wednesday of every month 5-6 pm

- i. March 6, April 3, May 1, June 5,

*For the meeting on March 6 Megan would like to accomplish/determine how we can involve/invite members/create volunteer positions.*

- d. Determine our priorities

- i. Existing: Corn Roast, Annual Meeting, Recruit and Nominate Board Members
  - ii. Goal: Cafe Push, promote localness, create a calendar, basket promo

**Committee Reports (15)**

[Current Structure](#)



*Committee Structure placed here just as a reminder.*

#### **10. Personnel Committee (Don)**

- a. Updates - [Memo sent to staff re: GM Review](#)

*Don sent a memo to staff. Over the last 7-10 days he's received a lot of positive feedback. Overall a positive experience. Addressed areas of improvement. Dave and Bob have met with Eric. Staff seemed satisfied.*

- b. Review [updated Employee Manual](#) (significant changes in red)

*Don mentioned three changes of significance.*

*1: Changed to PTO. Used to be ETO and sick leave, no increases or decreases in time just combined into one.*

*2: Dental and vision coverage added.*

*3: 35% Discount on Health*

*Don believes it's important to hold onto our staff, loves to see the same faces when shopping. Don would like to think about doing respectful workplace training, could reach out to Buffalo Mountain Coop. Eric can reach out to Hunger Mountain. Dave made a motion to accept changes to the employee manual. Beth second, vote unanimous.*

#### **11. Engagement**

- a. Filling open board seat

*We should take time in filling the open board seat, not rush. Possibly wait until the annual meeting. If we can function well as a board with this many seats filled it may speak for how many board members we truly need and to keep it in mind, possibly involving more members in our work instead. Possibly reconsider the size of the board in future.*

#### **Adjourn**

*Don made a motion to adjourn the meeting. Dave second, vote unanimous. Meeting adjourned at 7:02pm.*