

**Minutes of the Springfield Food Co-op Board of Directors**  
**Tuesday, October 25, 2011**

**Board Members Present:** Christine Speidel, Judi Becker, Aram Polster, Cherie Harris, Brooke Decker

**Ex-Officio:** Neomi Lauritsen, Lucy Georgeff

**Member Audience:** Oliver Owen

**Call to Order:** 6:02 PM

**Minutes of 9/29/11:** Aram made a motion, seconded by Cherie to approve the minutes as presented with one correction. The motion passed unanimously.

**Executive Limitations Monitoring:**

**Interim Management Report**

The morale amongst employees at the Co-op is good. Staff is working hard, but some more help would be ideal. The bulk department is ramping up, with several new bulk bins. This will help with the labor margin by reducing the time spent bagging, weighing, labeling, etc.

Sunday is proving to be quite profitable, with staff producing more sales per labor dollar than any other day of the week.

Financial Update - The labor margin is looking much better. For the week ending 10/22 we had \$5.17 in sales for every labor dollar. Lucy is continuing to make payment plans with vendors. The Board reviewed preliminary numbers for Mid-August through October 22, and also for the fiscal year to date. Customer count is trending up. Weekly sales are steady. Accounts payable is slowly decreasing. There was a \$5k increase in A/P on 10/1 due to Lucy fixing a mistake and removing some credits that were not actually valid. Otherwise the trend is downward.

Hot soup is now available and part of the old kitchen area is now open to the public. Samples were taken around to local businesses and were well received.

Membership is continually increasing with 17 new members in October and 92 new members in 2011 to date.

Internal Financial Controls Update – Lucy and Neomi presented a new flow chart to the Board. Financial controls have changed but are still solid. There are fewer people involved but purchasing is well supervised.

Future reports will be emailed to the Board one week in advance of the Board Meeting.

Christine made a motion, seconded by Judi to accept the management report as provided. The motion passed unanimously.

**Committee Reports/Updates:**

The *Board Development Committee* has not yet met.

The *GM Search Committee* has not yet met. Aram feels that having a consultant would be important, helpful, and well worth the money. Christine will discuss with NCGA and request assistance paying for it.

The *Member Engagement Committee* had a very upbeat meeting. It was agreed that communication with the membership should be stimulated. In order to accomplish this, a solid email list needs to be created, and Constant Contact must be utilized on a regular basis.

The Board also agreed to participate in sampling events at the store around the holidays. Neomi will provide dates. The committee will continue to come up with other creative ideas to engage our membership.

**Consider Additional Committees:** It was requested by a member that a *Bylaws Committee* be created. The Board agreed that now is not the time, due to other pressing issues. It will be reconsidered at another time.

**Open Session:** No members spoke.

**CBLD 2012 Participation:** Cherie made a motion, seconded by Aram to participate in CBLD 2012. The motion passed unanimously.

**Board Self-Monitoring:**

**D3: Delegation to the GM** – Expectations for the interim team are being met. The Board is holding management to what has been requested of them. The Board is embracing the policy and there are no retroactive changes.

**D4: Monitoring GM Performance** - The Board read through policies D3 and D4 and recognized that many of the policies do not apply to the current interim management situation. Generally, the Board feels that the policies are being followed, and will review D3 and D4 at a later date.

The Board entered Executive Session at 7:20 p.m. to discuss a personnel issue. No motions were made in Executive Session.

The meeting was adjourned at 7:45 p.m.

The next Board Meeting will be held Tuesday, November 29<sup>th</sup> at 6:00 PM in the community room at the Co-op.

Angela Eglintine  
Recording Secretary

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