

**Minutes from the Springfield Food Coop's Board of Directors meeting
Aug. 28, 2008
Bryant Credit Union, Springfield, VT**

Present: Ann Nordstrom, Susan Dunning, Judy Glos, Raven Mueller
Ex Officio: Cindy Phillips

Meeting called to order at 6:00 PM.

NOTE: Since a quorum was not present, in lieu of entering motions to be voted on, the Board members present offered **recommendations** to be voted on electronically at a later date.

Minutes from the July 24 meeting

Correction: Susan **recommended** that under Finance, paragraph 3 should read "...the remainder of the funds withdrawn from the Fidelity account be placed in a Chittenden Bank savings account. Cindy will explore overdraft protection for the Chittenden Bank checking account."
The Board **recommended** approving the Minutes as corrected.

Manager's Report

Cindy continues to actively pursue community outreach, including joining the VT Fresh Network, planning a Coop Localvore Picnic, and participating in many community events.

August Goals:

End the quarter on budget: **on track.**

Brainstorm Internet business for Coop: **Abandoned due to CAP rollout.**

Create job description for Assistant Manager: **Decided to create Store Manager position.** The store manager will be responsible for managing the front of the house: supervising the front end, customer service, and researching, purchasing and merchandising the Grocery department. The job description is still in progress but Cindy is working with candidates for the position.

Rollout of the CAP buying program is on track for October.

Cindy reports that she is continuing to pursue proposals for a POS system, which will be necessary to effectively manage CAP.

She is also looking toward hiring dedicated cashiers.

The Board **recommended** approving the Manager's Report.

Proposed Budget for Oct. – Dec. 2008

Sales for this period are budgeted at \$247,640. This represents a 27% increase over the previous quarter. Cindy conservatively estimates a 15% sales increase due to the CAP program in addition to a 12% increase from the previous quarter, as the 3rd quarter includes the major holidays.

Cost of goods, personnel and other costs are proportionally based on sales. Cindy expects to be using more variable margins, particularly in Grocery.

Advertising costs are up due to the insert of a CAP flyer in the Message for October.

Ann asked why heat and snow removal do not have funds budgeted for them. Cindy answered that heat is provided by the cooler exhaust and snow removal is in the condo fee.

Ann also **recommended** that the categories of Office Expense, Office Supplies, Supplies and Displays and Operating Supplies be clarified and perhaps merged.

The Board **recommended** that the Budget be approved with that clarification.

Finance Committee

Judy reported that a CD in the amount of \$17,406 at Connecticut River Bank will be maturing shortly. \$16,524 of this money is required to be held in reserve by USDA; the rest is accumulated interest. The rollover rate at CRB is 3.4% for 36 months, which is comparable to what other local banks are offering.

The Board **recommended** that this CD be rolled over at Connecticut River Bank and that the accumulated interest be left intact in this CD.

Judy reported that, although the Board had given her authority to invest \$20,000 and \$15,000 at Bank of America and Capital One, respectively, the charges and/or other requirements were prohibitive. She did, as authorized, invest \$15,000 at Key Bank at a term of 13 months.

The Board **recommended** that Judy be given the authority to invest \$35,000 from the Fidelity Cash Reserve account either at Bryant Credit Union, Chittenden Bank and/or another local bank. She should invest in two separate short-term certificates of deposit. She should seek the best available rates from local institutions and should stagger the dates of maturity.

Personnel Policy Working Group

Susan reported that the draft of changes to the Personnel Policy is nearly complete. The Board discussed the number of paid days off given to employees, and suggested including a mechanism for rewarding long-term employees with additional days off, up to a maximum of 10 per calendar year. The Board also suggested including a requirement for employees to sign a pledge of confidentiality.

Promotion Committee

Ann and Cindy reported on the following promotional efforts:

- A scholarship has been awarded to a Springfield High School graduate and a press release is forthcoming.
- Flyers promoting CAP will be customized, inserted in the Message and sent to 14,000 local residents.
- Advertising and press releases will be run weekly to promote CAP
- Cindy has recorded a radio ad to run on WCFR FM 106.5.

Working Members Committee

Raven reported that the committee continues to work on training materials for Working Members. They are also continuing to discuss creating a Working Member Coordinator position, which may be a paid position of less than 10 hours per month.

The Board suggested that the committee clarify, in its charter, whether the responsibility for creating this position rests with the Board or the General Manager.

Raven also reported that she and Cindy met to discuss creating a Membership Committee. This committee would be responsible for organizing the Annual Meeting and other events and maintain the membership list, and would help with new member recruitment and other membership-related duties. The committee now needs to recruit members.

Old Business

Flood Insurance

Cindy reported that the Coop currently carries 6 types of insurance for an annual cost of \$7000. Flood insurance would cost an additional \$1100.

The Board **recommended** that Cindy purchase flood insurance.

New Business

Ann reported that the Coop has received two requests for return of member share purchases, and one request for the repayment of a member loan.

The Board went into Executive Session to discuss repayment of the member loan. No action was taken.

The Board recommends that the Coop return the requested member shares, a total amount of \$100.

Susan reported that the condo association meeting scheduled for August did not take place due to financial information not being ready.

The Board went into Executive Session to discuss ongoing issues pertaining to real estate. No action was taken.

Meeting adjourned at 8:30 PM.

Respectfully submitted,

Raven Mueller, Clerk