

Minutes of the Springfield Food Coop
Board of Directors
Thursday, February 21, 2008

Board Members Present: Judi Becker, Judy Glos, Pam Goldman, Raven Mueller, Anne Nordstrom

Call to Order: 6:17 PM

Minutes: January 24, 2008

Raven made a **motion**, seconded by Judy Glos, to approve the Minutes as presented. The motion passed unanimously.

Manager's Report:

Due to illness, Cindy was unable to attend the Board meeting. However, she submitted a written report which focused on financial progress to date, status of the NCGA application and progress toward goals. The year to date figures put us comfortably ahead of budget as we approach the last month of the fiscal year.

Cindy met with David Fowle, Assistant Development Director for the Eastern Corridor of the NCGA, and he was most impressed with the Springfield Coop's updated business plan, our goals and our programs in place. Our application will be reviewed by the Eastern Corridor this month and at the national level in March. At our present sales level, it will cost approximately \$1500 a year to join the NCGA.

Cindy outlined the following goals: 1) March membership drive -- Christian Craig, Director of the Southern Vermont Recreation Center, will provide free SVRC day passes as an incentive for new members to join the Coop; 2) March sample Saturday will be held on March 15 with vendors; 3) Assess the department structure and margins. The following goals for February were accomplished: 1) Restructure the Body Care Department; 2) Promote specials for heart health; 3) Rid the Coop of plastic bags.

Raven made a **motion**, seconded by Pam, to accept the Manager's Report. The motion passed unanimously.

Budget: Judy Glos commented that the FY 2009 (April 2008 through March 2009) Budget Overview looks feasible. The projected net income figure of \$16,000 would be a comfortable surplus that could possibly be used for Coop improvements. The first quarter budget for FY 2009 will be approved at the March meeting. The January 2008 Profit & Loss Statement looks good. The Net Income loss of \$1,039 is due to overstatement of depreciation. Therefore, the Coop is in better financial shape than the bottom line indicates.

Committee Reports:

Finance: Judy Glos reported that the Finance Committee has not met recently but the Coop finances are in healthy shape. The next objective for the Committee is to focus on Investments for the Coop. The current liquid cash reserve fund provides a nice buffer. Our debt service payment to USDA is covered by our income from the Fidelity Fund.

Personnel: Judi Becker indicated that the annual review and evaluation of the Coop Manager's performance has been delayed. Judi and Christine, the other member of the ad hoc Personnel Committee, will meet soon to discuss the areas for review. The plan is for Judi and Christine to present their findings to the Board meeting in March and come to a consensus on Cindy's

performance. The areas for review include 1) Interpersonal Relationships with the Board, Staff and Community; 2) Leadership of Staff and Volunteers; and 3) Management Skills in Operations and Systems and achievement of Goals.

Promotion: Anne reported that a new member packet is planned for the membership drive in March.

Working Member: Raven, Anne and Hallie met recently to draft a charter for the Working Members Committee. The overall goal of the Committee is to work with the General Manager and Board of Directors to develop a Working Members program that is efficient, effective and worthwhile both for the Coop and for the Working Members. The Committee will propose a structure for training and evaluating volunteers, propose benefits for each category of working members, and develop a job description for a Working Members Coordinator. The Charter needs to be reviewed by the full committee and Manager before it is submitted to the Board for approval.

Old Business

Nominating: Anne advised that we need to form a Nominating Committee to recruit a new Board member to replace Rich Leavy, who will be leaving the area. Judy Glos made a **motion**, seconded by Raven, to ask Susan, Pam and Cindy to be members of the Nominating Committee. The **motion passed** unanimously.

Newsletter: Anne reported that she has finished the next edition of the Coop Newsletter. It will be printed shortly and distributed at the end of February. She will need volunteers to help label and stamp the newsletter for distribution. Eventually, the newsletter will be circulated electronically which will save much time and expense.

Scholarship Proposal: Anne reported that Springfield High School is interested in administering a scholarship on behalf of the Coop to high school seniors interested in studying agriculture or environmental studies. Cindy has received the paper work from the High School and the program will soon be in the works. This will be a worthy project and will promote good public relations between the Coop and the community.

New Business

Policy Proposal for Discounts: Raven presented a draft proposal of a member benefits policy for the Springfield Food Coop. This document outlines the discounts for 1) basic members (2%); 2) basic working members completing 4 hours of approved work per month or member of Board of Directors (5%); 3) super working members completing 8 hours of approved work per month or member of Board of Directors completing 4 hours of approved work per month; and 4) member case discount off purchases of full, unopened case lots (10%). Member case discounts and working member discounts, when applicable, will be combined with the Basic Member discount.

Board members will keep a record of time spent on Coop business each month (not including the regular Board meetings). A discussion of the Member Benefit Policy will be on the agenda for the next Board meeting.

Next meeting: The next Board meeting is scheduled for Thursday, March 27, at 6:00 pm at the Airport. Cindy will look into the possibility of holding future Board meetings at other venues.

Adjourn: 8:05 PM

Respectfully Submitted,
Judi Becker