

**Minutes of the Springfield Food Coop**  
**Board of Directors**  
**Conference Call**  
**Thursday, February 25, 2010**

**Board Members Present:** Judi Becker, Susan Dunning, Pam Goldman, Susan Hall, Raven Mueller, Anne Nordstrom, Christine Speidel

**Ex Officio:** Cindy Phillips

**Call to Order:** 6:35 PM

**Minutes:** January 28, 2010

Susan Dunning made a **motion**, seconded by Raven, to approve the Minutes as read. The motion passed unanimously.

**Minutes:** February 11, 2010 Conference Call

Susan Dunning made a **motion**, seconded by Christine, to accept the Conference Call Minutes. The motion passed unanimously.

**Manager's Report:** Cindy reported that on February 2, she organized a focus group for the Great Fall Food Hub comprising 16 area farmers and food producers. The purpose was to hear directly from those who would benefit most from a regional facility to process, store, and distribute their crops/products.

On Thursday, February 4, the Co-op held a sampling event featuring Champlain Orchards with samples of pie, apples and cider. The event was very well attended and sales were \$1,000 higher than a typical day. The next sampling event will take place on Thursday, March 4 featuring Cherry Hill Farm as the headline vendor.

Cindy indicated that January 2010 sales reflected a 14% increase over January 2009 sales. As of February 24, 2010, we have achieved 94% of budgeted sales for the 4th quarter (Jan-Mar 2010).

Cindy met with Susan Dana to review the Coop accounts and recommended that we hire her accounting firm for filing federal and state tax returns this year. Susan Hall made a **motion**, seconded by Susan Dunning, to approve hiring Susan Dana as the new accountant for the Coop. The motion passed unanimously.

Cindy has scheduled all staff members to begin online training to learn and use "Spins" data, an important tool for product management and performance analysis. This 3-part training series, facilitated by NCGA, will elevate staff knowledge and productivity to a higher level.

Raven made a **motion**, seconded by Susan Dunning, to approve the Manager's Report. The motion passed unanimously.

**Committee Reports**

**Nominating:** Anne indicated that Board members should be thinking about possible new

candidates for the next term beginning in May. We will need to focus on this at the next Board meeting.

**Membership:** Raven indicated that the Membership Committee had nothing to report at this time.

**Personnel:** Susan Dunning suggested that it would be helpful in the future for the Board to require a longer resignation notice for the Coop General Manager position. After some discussion, Raven made a **motion**, seconded by Christine, to amend the Personnel Policy to request a minimum of 60 days resignation notice for the Coop General Manager. The motion passed unanimously.

## **Old Business**

**Annual Audit:** Cindy will ask the new accountant for an estimate for an annual audit.

**FM Job Description:** The Board reviewed the 2/12/10 draft of the Financial Manager job description and added two areas of responsibility: the preparation of 1) workman's compensation audit and 2) the USDA and Co-Co fist reports. Pam made a **motion**, seconded by Susan Hall, to approve the amended Financial Manager job description. The motion passed unanimously. Judi will update the job description and email it to the Board.

**GM Hiring Update:** Susan Dunning reported that the Coop Ad Hoc Hiring Committee received thirty applications for the General Manager position. They decided to conduct phone interviews with 9 applicants. Following the interviews the committee held a conference call to discuss the results. They narrowed the search to 3 finalist candidates who will be interviewed in person by the Committee on 2/28/10 and 3/2/10. It is anticipated that the full board will meet with the finalist candidates at a scheduled date/time on March 7-10. Raven will chair the meeting in Anne's absence.

## **New Business**

**LED Retrofit Proposal:** Cindy presented information and a proposal for new LED lighting for the Coop refrigerated and freezer departments. The project would retrofit 12 doors with LED light, which would result in significant energy savings. Susan Dunning made a **motion**, seconded by Pam, to approve expenditure of \$4,539 with an Efficiency VT rebate of \$1,800 resulting in a net investment of \$2,739 for new lighting for the refrigerated and freezer departments. The motion passed unanimously.

**Drop Safe Purchase:** Cindy proposed the installation of a drop safe for daily receipts at the Coop. The 18x12x13 foot safe would be bolted to the floor and would have a drop drawer and manual combination for access by the General Manager, the Financial Manager and the Board Treasurer. The cost installed is \$1,090. Raven made a **motion**, seconded by Christine, to approve the purchase of a drop safe at a cost of \$1,090. The motion passed unanimously. The Board expressed appreciation to Cindy for her continuing concern and attention to improve the Springfield Coop.

**Annual Meeting Planning:** The Board discussed the need to plan for the Coop Annual Meeting. Raven will meet with the Membership Committee to suggest a Sunday afternoon date in May. She reminded the Board that it's necessary to mail the announcement 3 to 4 weeks ahead of the

meeting date. Also, we will need a Bylaw change at the Annual Meeting regarding voting procedure by phone and email. We will need a slate of Directors to replace retiring Board members. The estimate for mailing cost is \$550 and approximately \$100 for refreshments. The Board also discussed the idea of holding a raffle for a Coop Gift Certificate for those present at the Annual Meeting.

**GM Transition/Training:** Anne suggested that the Board and Cindy think about the kind of training that will be needed during the transition from Cindy to a new General Manager. Cindy suggested that we consider a 30-day transition period and a six-month probationary period.

Raven asked if there is any external training available for a new General Manager. Cindy indicated that NCGA periodically offers Coop General Manager training classes.

Susan Dunning indicated it would be helpful if Cindy could make some recommendations in an exit narrative that the Board could communicate to the new General Manager.

**Next Meeting:** The next Board meeting is scheduled for Thursday, April 1, at 6:00 PM at the Springfield Savings and Loan Bank.

**Adjourn:** 8:15 PM

Respectfully Submitted,  
Judi Becker