

Minutes of the Springfield Food Coop
Board of Directors
Thursday, April 1, 2010

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

Ex Officio: Marie Alfieri, Cindy Phillips

Guest: Cindy Johnson

Call to Order: 6:10 PM

Minutes: February 26, 2010

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

Manager's Report: Marie indicated that 11 new members joined the Coop in March.

The checkout procedures have been modified so that there is now a schedule of designated cahiers to better handle customer needs and provide for accountability for register reconciliation.

Due to customer demand, the Coop has extended hours from 8-7 on Saturdays and 9-6 on Sundays. Two part-time cashiers have been hired to accommodate the time off requests of existing staff and the additional hours required for the revised store schedule.

Store events were held supporting Maple Weekend and St. Patrick's Day. Several events and presentations have been planned with local schools in April and May. Marie has encouraged the Coop staff to attend local events and to expand community outreach.

Marie reported that she has talked on the phone several times with Peg Nolan of NCGA regarding participation in the CCMI training program.

Susan Dunning commented that the Board wants to be aware of any anticipated changes at the Coop so that a "goals" section of the Manager's Report would be helpful.

Raven requested that financial information be included in the Manager's Report. Marie responded that sales have been consistently strong in March and noted that sales amounted to \$3,800 on the first day of April.

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

First Quarter FY 2011 (April – June 2010) Budget: The Board agreed that Cindy will be compensated for attending Board Meetings to present and discuss the Profit and Loss Budget Overview and other financial information

Marie commented that the Coop has experienced a significant increase in the cost of personnel and at 24% we are at the upper end of the industry standard. Marie would like to expand the

Working Member Program, drawing on her experience at the Weaver's Way Coop in Philadelphia.

Anne commented that the Newsletter quarterly expense should be reviewed and probably increased to \$600. It was decided to schedule production of the next Coop newsletter in the 2nd quarter of FY2011.

Susan Dunning made a **motion**, seconded by Anne, to accept the 1st quarter FY2011 budget as presented with the following conditions: 1) verify the cost of goods; 2) remove the newsletter expense from this quarter; and 3) check credit card fees. The motion passed unanimously.

Committee Reports

Finance: Susan Dunning reported that she had recently met with Marie and Cindy to discuss how Coop internal financial controls will be implemented. Susan advised that the checks and balances in place are acceptable.

Nominating: Anne reported that we have 2 vacant seats on the Coop Board to fill for a 3 year term. Cindy Johnson, who attended the meeting as a guest, has expressed interest in joining the Board. Also, Raven indicated she had spoken to a man who is interested in joining the Board but may have possible schedule problems in attending the meetings.

Old Business

Audit Cost: Marie indicated that she will check with the accountant about what is involved in conducting an annual audit and also at what cost.

Annual Meeting Proposed Bylaw Change: Raven presented a draft of a proposed bylaw change regarding electronic communications:

Current Language: Telephone Conferences. Meetings of the Board may be conducted by means of a telephone conference or other communication equipment whereby all persons participating can hear each other at the same time. Participation by such means shall constitute presence in person at such a meeting.

Proposed language: Meetings by telephone and electronic communications. The Board may conduct its business via telephone conference or electronic communications. Participation by such means shall constitute presence in person at a meeting of the Board.

Christine made a **motion**, seconded by Susan Dunning, to approve the draft of the proposed bylaw change re: electronic communications. The motion passed unanimously.

Annual Meeting Planning: Raven commented that the Coop Annual Meeting has been traditionally held on a Sunday afternoon in May. She suggested a possible alternative of holding the Annual Meeting on a weekday night during the last 2 weeks in May. Raven will conduct a doodle poll among the Board members to determine the best date and time.

Possible venues include the UU Church and the Airport Conference Room.

Raven estimated that we will send out 850 flyers/invitations to the Annual Meeting. The Board will have a sticker/stamping party approximately 2 weeks in advance of the Annual Meeting.

New Business

GM Transition: Marie started employment at the Coop on March 14. Cindy and Marie worked together briefly on the transition to a new General Manager. Cindy began her new position of Financial Manager on March 29.

Marie indicated that Cindy's employment file should include Cindy's letter of resignation as General Manager, an offer letter to Cindy for the position of Financial Manager, and a job description of the Financial Manager.

The question was raised as to who is responsible for the Financial Manager position now that the new General Manager has been hired. Raven commented that the Board is charged with making any changes in the FM job description for a period of 6 months. Marie agreed to consult the Board about possible minor changes in the FM job description.

GM Training: Marie reported that NCGA has offered her a full scholarship to participate in the CCMI training program. A major part of the training will require that the GM develop and present a Coop project to work on. The local Coop decides what project is selected. A total of 15 Coop General Managers will be enrolled in this course and will meet in Seattle on May 6-7, 2010.

Susan Dunning made a **motion**, seconded by Christine, that the Board approve Marie's enrollment in the CCMI training program. The motion passed unanimously.

FM Training: Cindy reported that she is currently enrolled in a 4-month course consisting of 10 workshops covering many aspects of non-profit management. The class is a small group of 16 people who meet 2 times a month.

Marie requested that the Board provide financial support for Cindy's course, as the workshops are relevant to Cindy's work at the Coop. Marie added that professional development is a valuable tool to retain talent.

Raven made a **motion**, seconded by Christine, that the Board reimburse Cindy an amount of \$1,000 for financial management training, to be budgeted in the 2nd quarter of FY2011 and paid upon completion of the course. The motion passed unanimously.

Next Meeting: The next Board meeting is scheduled for **WEDNESDAY**, April 21, at 6:00 PM.

Adjourn: 8:40 PM

Respectfully Submitted,
Judi Becker