

Minutes of the Springfield Food Coop
Board of Directors
Thursday, July 29, 2010
Springfield Savings and Loan

Board Members Present: Judi Becker, Susan Hall, Cindy Johnson, Ramlah Lauritsen, Raven Mueller, Anne Nordstrom, Irwin Post, Christine Speidel

Ex Officio: Marie Alfieri

Guests: Luci Georgeff, Susan Dana

Call to Order: 6:00 PM

Board Meeting Note Taker: Anne indicated that Kurth Bemis is unable to continue as Secretary of the Board due to business and time constraints. Anne distributed a copy of the Secretary job description and tips for recording meetings.

Marie commented that several Coop members had responded to her email request for volunteer help. Also, we could think about hiring a contract employee to record minutes of the Board meetings.

Irwin made a **motion**, seconded by Christine, that the Board hire an individual to take minutes at Board Meetings with compensation to be determined and a working member discount to be applied if appropriate. The Personnel Committee would make the hiring decision. The motion passed unanimously.

Raven made a **motion**, seconded by Susan Hall, to accept with regret Kurth's resignation as Secretary of the Board. The motion passed unanimously.

Raven made a **motion**, seconded by Ramlah, to appoint Christine Speidel as Secretary of the Board. The motion passed unanimously.

Minutes: June 24, 2010

Susan Hall made a **motion**, seconded by Ramlah, to approve the June 24 Minutes as corrected. The motion passed unanimously.

Executive Session

Irwin made a **motion**, seconded by Christine, to move into Executive Session to discuss Accounting, Real Estate and Personnel issues. The motion passed unanimously.

Christine made a **motion**, seconded by Irwin, to accept Susan Dana's letter of July 27, 2010 with regard to the posting of accounting adjustments.

General Manager's Report: Marie reported that as of July 26, 2010, the Coop has 1000 members, and member purchases account for 58% of the total. The response to the recent newsletter has been positive. There has been much community interest and Marie has been asked to speak at a Rotary meeting.

Marie thanked the Board for help with inventory. She asked for volunteers to help with 1) a merchandising reset project and 2) a member-based project. Raven, Irwin and Cindy volunteered to assist with the former; Susan and Ramlah volunteered to help with the latter.

Marie has spent a significant amount of time setting up processes that will monitor the store's key financial indicators and overall health. Sales for this past quarter (April-June 2010) were the best ever at \$1,400 above budget. We had a net income of \$4,238 which is 19% over budget.

Marie announced her new management team of Neomi Lauritsen, Operations Manager; Lindsay Hargis, Assistant Operations Manager; and Luci Georgeff, Staff Book Keeper.

Goals for the next quarter are 1) accurate results from updated inventory process; 2) increased efficiency from capital improvements and better workflow processes; and 3) the development of a plan to reset the store to support increasing sales demands.

Anne made a **motion**, seconded by Ramlah, to accept the General Manager's Report. The motion passed unanimously.

1st Quarter FY2011 Preliminary Results: Marie reported that the value of the Coop inventory reported as \$85,000 on the tax return is flawed. Serious correction is required. The market value of the inventoried item is what counts. We should not carry inventory indefinitely. The Coop balance sheet will decrease as a result of this. In the future we will use the Point of Sale system to track inventory and also do a quarterly inventory count.

Raven made a **motion**, seconded by Ramlah, to direct the Finance Committee to draft a policy regarding the release of financial statements. The motion passed unanimously.

Financial Training: Cindy indicated that Susan Brace has offered to provide financial training for the Board for working member credit. She is available at the end of August and beginning of September. Cindy will poll board members to determine the best date. A 3-hour session was suggested.

Raven made a **motion**, seconded by Christine, to engage Susan Brace to provide financial training for the Board. The motion passed unanimously.

Real Estate/Expansion: Anne indicated that the Board has decided not to move forward with expansion plans for the Coop because of our uncertain financial position. Despite robust sales this past quarter, we don't know how much the Coop will make this year. Deb Ryan offered a new plan to the Coop to lease her condo space for a fixed period with the right to purchase later.

Irwin advised the Coop staff in attendance that the Board has heard their needs loud and clear and hopes to resolve the space issues as soon as possible.

Anne suggested the idea of a small offsite office that might help solve some of the Coop needs for training and storage.

Irwin made a **motion**, seconded by Susan Hall, to direct Anne to respond to Deb Ryan with regret that the Coop is not in a financial position to accept her offer. The motion passed unanimously.

Board Training Logistics: Jim LeFevre, a consultant who works with Vermont nonprofit organizations on strategic planning and setting realistic board structures and expectations, will conduct a 4-5 hour training session for the Coop Board on Saturday, July 31, at Cindy Johnson's house.

Staff Appreciation Party: The Coop Staff Appreciation Pizza Party will be held on Sunday, August 1, at 6:00 pm at the Springfield Airport. Members of the staff, the board of directors and families plan to attend.

Next Meeting: The next Board meeting is scheduled for Thursday, August 26 at 6:00 pm. Meeting place will be announced.

Open Session:

Chris Elders inquired why the Coop Board of Directors agenda and minutes are not available on the Coop website. Anne replied that we are in the process of updating our website and hope to rectify this situation very soon. Marie commented that she does not have web master access to the site. Susan Dunning indicated that website changes can be made easily and a manual should be available.

Judy Glos said that the Coop bylaws indicate that the Board meeting agendas and minutes will be posted at the Coop. Unfortunately that has not been happening in a timely fashion.

Susan Dunning commented that a correction to the 2009 Annual Meeting minutes was made in the 2010 minutes but not in the 2009 minutes. She requested that this be reflected in the 2009 minutes.

Susan Hall made a motion, seconded by Ramlah, to adjourn the meeting. The motion was approved.

Adjourn: 10:00 PM

Respectfully Submitted,
Judi Becker