

Minutes of the Springfield Food Co-op Board of Directors
Thursday, December 16, 2010
Springfield Food Co-op

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

Ex-officio: Marie Alfieri

Member Audience: Lucy Georgeff

Call to Order: 6:05 pm

Minutes of November 18, 2010

Irwin made a **motion**, seconded by Judi, to approve the minutes as drafted. The motion passed unanimously.

General Manager FYI Report

On December 4th access to the rented space was completed. Painting is now taking place. To minimize cost, staff will work on painting during slow times. The co-op will be closed Christmas Day, New Year's Day and January 2 for inventory.

As of December 12, the Co-op is \$71,000 in sales revenue ahead of last year (comparing the same period). This represents nearly 11% growth. Thanksgiving was ahead of this trend with a 14% increase in sales over last year. November 23, 2010 set the highest sales date record by \$700, an over-10% increase in the previous record which was from the same day last year. Marie has issued a challenge to the staff regarding sales. If the sales goals are met, staff will be paid for Christmas day and New Year's.

The Co-op is now accepting WIC benefits. A flyer is being distributed by the state to advertise this. The Co-op is providing access to twice as many EBT purchases by dollar than we did last year. This is mission fulfillment work everyone should be proud of. Marie attributes this to excellent customer service and relentless community outreach.

Marie reported a few statistics comparing register activity between last year and this year:

Register voids have been reduced more than 66%

“Other” discounts have been reduced by 80%

Till balancing has become a non-issue

Check use has increased significantly

Raven made a **motion** seconded by Christine to accept the GM report. The motion passed unanimously.

General Manager report on financial management systems

Marie has completed over half of the work in her proposal submitted 11/18/2010. Marie emailed many of the draft management tools to board members. Draft financial management tools include daily sales by department, a weekly labor report, and an averages report to look at sales and labor by department as well as labor averages for the whole year. A “three in one” report will monitor expenses, forecast cost of goods, and compare the forecast with actual COGS on a weekly basis. COPOS will be used to collect department data. Marie is working on consolidating the number of departments to five. Fewer departments will allow for greater staff hierarchy, which will improve accountability. Systems are in place to monitor the checkbook and cash on hand. These are checked against QuickBooks, according to a check and balance system. All tools presented to the board are in draft form.

Marie is working with Sue Dana to revise the profit & loss and the chart of accounts.

Open Session: No members spoke.

Member Benefits Policy

The policy entitled Membership Rights and Responsibilities (B4 in template) was not drafted at the policy governance board retreat. The bylaws (in 1.3) say that the Board can decide what benefits members receive. The board agreed that the GM should include member benefits in her annual budget and business plan. Any proposed reduction in member discounts on purchases, as well as any change to member equity requirements, would need to be approved by the board. Other changes to member benefits (e.g. special promotions) could be made by the GM alone.

Raven agreed to keep an electronic version of the draft policy.

GM Policy Monitoring Calendar

Marie handed out her proposed policy monitoring calendar and explained her reasoning. The monitoring calendar is part of the Policy Governance system; a policy monitoring calendar will be approved when the Co-op formally adopts Policy Governance.

Board Recruitment

Marie, Ramah and Judi agreed to be on the nominating committee. Anne will send out tasks for the committee and monitor progress. Prospective candidates should attend the board’s February or March meeting.

Meeting Schedule

Board members will register individually for the CBLD training taking place on January 8th in Brattleboro.

The next condo association meeting is scheduled for January 24 at 7pm.

Executive Session

At 8:30 pm, Raven **moved** to enter executive session to discuss a personnel issue. Christine seconded the motion. The motion was approved unanimously.

At 9:15 p.m. Raven **moved** to leave executive session and adjourn the meeting. Anne seconded the motion; it was approved unanimously.

Next meeting: January 27, 6:00 p.m. at the Co-op. There will be a community potluck at 5:30.

Respectfully submitted,
Patty Chaffee
Recording Secretary