

## Plainfield Coop Board Meeting – Non-binding

February 26, 2018

Present: Alicia White, Jean Hamilton, Chris Jackson @ 6:30 PM.

Absent: Giordano Checchi, Sarah Phillips

Staff: Buzz Ferver

Board prospects: Jay Herbert and Pete Boyle.

**No Quorum.**

### **6:30 January Minutes reviewed, Feb. special minutes reviewed**

#### **Pete Boyle Introduction and Interest in Board**

Pete makes an introduction, goes back w/ Buzz, managed Grow Local Festival together. Having been a part of the Plainfield community for a time, Pete believes in the importance of local food cooperatives. Will bring small-business organizational capacity to the board, is excited to contribute.

#### **Preliminaries**

Discussion of intention to appoint Jay to board when quorum is in place.

Neighborhood Food Co-op meeting, March 17th. Jean requests a presence from other board members, Alicia may be available.

Alicia mentions criticality of sending funding and/or other resources to co-op staff members from Board Development Budget, including reaching out to see if any staff members want to attend the March 17th soiree. May and/or June could be a good time for a staff party, and this could be funded from Board Development Budget as well.

#### **Net earning and patronage discussion**

A small profit was generated (apprx. \$3,700) at end of fiscal year; most prudent action is to roll this into reserve fund.

#### **Annual Meeting**

Used to take place in the autumn, but a time in the spring has become the norm. April 15th, Sunday is tentative date. Action: Jean will check in with other board members as well as co-op staff about date. Meeting usually runs from 3-4, with initial snacks and 'hellos' @ 2. Will have a president's, treasurer's report, as well as MRG report. Action: Jean will check with church and opera house, Chris will check with fire station about facility availability. This event will include singing. An invitation must be mailed to members on newsletter list, and an agenda shall be posted prior. Action: Jean will reach out to Gail for guidance in navigation of the nuances, request further help from other board members as needed.

#### **Management Report**

Buzz presents his findings thus far, has held meetings with co-op staff members on a small scale. He has been reviewing weekly financial reports and rendezvousing w/Naomi about spending,

attempting to 'close the circle' on buying. Additional office space decisions and work to be done need to be prepared by April 1st.

Beautification recommendations have been made and now should be prioritized. While they are ostensibly aesthetic, the changes are important in branding and marketing the co-op so as to make it accessible to new and potential shoppers. Buzz is categorizing repairs as per time frames, but the building is structurally sound and so these 'cosmetic' changes are not in lieu of more important repairs.

Discussion of what space may be converted into additional office space for staff and possible impacts on community center

Buzz presented some points from Buyer training from Buffalo Mtn discussions follow on buyer education & training, as well as UNFI/ COPAS software integration.

### **Treasurer's Report**

Getting financial reports to Naomi needs to happen in a timely manner. Action: Jean is developing a written protocol about who, what, when, where, and how this information gets handed to Naomi and the general process flow for weekly accounting **Entered executive session @ 7:40 PM, Came out @ 8:11 Pay Structure**

### **MRG Discussion**

Board discussed job descriptions, and action: Jean and Chris will lead committee on hiring for positions. next steps include: Buzz will meet with staff members to hear about interest in futures staff positions.

### **Discussion of Market Study**

March 8-11, Action: Buzz will give shift schedules to Jean to facilitate. Jean will make flyers and post to social media to explain market study so as to make customers comfortable with the process.

Chris wants to reach out to Goddard student body w/ advertising and student discount options. We are attempting to follow all relevant marketing angles, so any ideas are appreciated.

Budget Discussed and recommended for approval.

Monitoring Policies discussed and found to be in compliance to the extent possible given the current structure.