

## **Plainfield Co-op Board Meeting Minutes**

July 23, 2018, 6:15 pm

in the Community Center

**Attendees:** Sarah Phillips, Jean Hamilton, Giordano Checchi; Arrived later (noted in minutes): Jay Hebert, Chris Jackson

**Absent:** Pete Boyle

**Staff:** Kevin, Margie (left part way), Rosemond (arrived part way), Deb (stayed for part of financial review)

### **Check In & Announcements**

Alicia resigned from the Board. Pete was not able to attend. The Board continued the meeting without quorum.

### **6:25 Mid-Year Finance Review**

The Board discussed whether Giordano was willing to be Treasurer. Giordano asked Kevin questions to understand how financial management responsibilities were divided amongst staff. Kevin (GM) and Naomi (bookkeeper) have key financial tasks. The last financial review was a couple years ago. There was discussion about the role of the Treasurer in supporting the GM with reviewing financial statements.

Further discussion of Treasurer was postponed until there was a quorum.

Jean shared a Jan – June Financial Update

- Revenue is up on the year (~\$6,000), but down \$2,000 in June over last year
  - Why? Something for management to consider.
- Gross margin is good on the year (33%), but June was low (30%)
- Jan – Jun 2018 – Net Operating LOSS of \$16,269, \$9K LOSS in June
  - Wages: Up \$5k in June
  - COGS was 10% over budget – there was no inventory adjustment in June which would decrease the June LOSS
  - Expense Accounts to Watch
    - Financial Management – okay on the year. HIGH in June
    - Insurance – okay on the year. HIGH in June
    - Store Supplies – Why so high?
    - Member Discounts – Why so high?
  - The Board encouraged Kevin to look specifically at these four expense accounts
- There was a discussion about out of current invoices/Accounts Payable –
  - There were a couple vendors that reached out and they were paid.

- Kevin reports that invoices are being paid either current or about 15 days of out of current

Deb (staff) arrived during the financial review conversation and stayed for about 15 minutes. Jay arrived at 7pm. The Board had a quorum. Gail joined the meeting around 7pm. Rosemond arrived about 7:10pm.

### **7:00 Manager's update from Kevin**

Posted for a Lead Receiver (now position) – Internal posting first. This position will be to manage the back of house. The position is a member of the management team. It's not anticipated that floor staff who have had a receiving shift will see a decrease in hours; as there is still a need for additional floor staff during peak hours. **Action:** Kevin will share the position description with the Board.

Kathleen is resigning as Maintenance Coordinator at the end of the month. Kevin will be posting this position both internally and externally asap. If anyone has any ideas about possible candidates, please share. Margie made a suggestion for a possible working member.

Kevin is working towards greater fluidity between Karen (evening Floor Manager), Lead Receiver and Buyers. Hiring for other Floor Management shifts is on hold right now.

Kevin is looking at options to integrate credit card processing directly into COPOS, and there is also an interest in doing some COPOS training in order to be able to better make use of the COPOS functionality. The timeline for this might be early September.

### **7:20 Policy Review Committee Recommendations**

Gail provided some background on the Policy Review Committee work. The review of the Board policies by the ad hoc committee started before the management assessment/restructure. The work was put on hold during the management assessment. In the past month, Gail, Sarah and Kevin have been meeting as the Policy Review Committee (with Jean by email).

The Board decided to discuss the proposed revisions tonight and vote at the next meeting. Rosemond suggested that the Board post the draft revisions on the website. **Action:** Sarah will send to Bob to post on the website.

The Board's Policies are a living document and revising policies throughout the year is an ongoing practice. The committee is also proposing a training in August that includes the management team. Gail has agreed to provide a training. Proposed Dates: August 15<sup>th</sup> or

August 23<sup>rd</sup> 5pm – 8pm. **Action:** Kevin will review the proposed dates with the management team and pick the best date. Jean will check with Pete.

**Action:** Jean will send the policy draft revisions to the Board.

Gail reviewed the major areas of change with the Board:

- New definitions section
- Re-order of policies
- Insert Member policies (not new) into the register (new)
- Replacement of MC with General Manager, with some specific mentions of the Administration Manager role
- Added pieces to the performance review of the GM
- Added recordkeeping to the asset protection policy
- Change the board calendar to be July – June (aligns better with board elections)
- Reduced duplication between Executive limitations and other policies

There was a draft policy monitoring plan and calendar circulated for review. **Action:** Jean will circulate these as well.

## 8pm Brief Committee Updates

### Newsletter

- Jean is drafting an article about the Market Study; **Action:** Jean will share a draft with the Board for feedback
- Jean also asked Jules to write a letter for the newsletter based on his request discussed at the last meeting.

### Building Committee

- Office is almost completed. Next step is the workplan for the produce washing station, and there is a plan to make the needed improvements to do the code work needed to get a license to pack food (catering license)

**Action:** Jean will reach out to Mike to ask about any Labor Day work plans.

**Decision:** The Board approved the June Meeting Minutes.

**Decision:** The Board approved Giordano as Treasurer. The Board discussed whether Pete would consider stepping in as Vice President (which is now vacant).

## 8:00 Fall Membership Campaign

Membership Campaign Work Group – Rosemond, Sarah, Jean, and Kevin (maybe Pete) –

**Action:** Jean will convene a meeting in August. Other Board members will help with tasks.

Possibilities include a meeting to learn about the market study, an event in combination with Old Home Day and hosting a community supper.

The meeting adjourned at 8:15pm.