

Baker Food Co-op BoD Meeting Minutes
February 21, 2017

Convened: 6:09 pm

Present: Dennis Winkler, President; Lloyd Nelson, Bod Member; Clyde Christian, Bod Member; Carol Morrison, General Manager; Larry Christian, Member, Susie Busch, Member, Dale Bogardus, IT, Dawn Coles, Treasurer, Lynne Langrell, BoD Member, Marria Knight, BoD Member, Pat Cullen, Staff, and Phoebe Charbonneau, Working Member Coordinator.

Secretary's Report: was waived due to absence of secretary.

Treasurer's Report: Dawn Coles

- The month showed a loss but that was due to there being three (3) paydays.
- Bank charges were substantially higher this month. No reason known at this time.
- The cost of credit card transactions was determined to be 3.3%, with the Co-op absorbing the .3%.
- Accounting costs are higher for the month due to inventory, taxes and year end work.
- Co-op fund balance is \$62,491.00.
- Carol confirmed the subscriptions as shown in the budget.
- Subscription cost for Master Gardner was determined to be an advertising cost.
- Cost of insurance has risen – Dennis will review policy and check for better quotes.
- The electric bill has gone down over the year. The new internet provider is substantially less than the one previously used.
- Cost for snow removal was \$2800.
- With one change the 2017 budget was passed without objection.

Management Report: Carol Morrison

- Inventory report was presented.
- Reduction and transfer report was presented.
- An operating supply summary will be prepared monthly to determine tax deduction.
- The produce department was noted as 20% of the gross sales for the last few months.
- Two more shelves are needed for the newest cooler. Cost will be \$200 each. The Board authorized purchase of the new shelves on motion without objection.
- Notice was given that the newest cooler was being plumbed at this time.
- A new computer specifically for inventory was purchased. The extra computer has been moved to a work station in the downstairs office for shipment handling. This is working very well.
- Fay Paustian – Cashier phone coordinator has retired. A certificate of appreciation will be prepared noting the Board's decision to award her a lifetime 30% discount will be presented. A possible gift may be added.
- Joann Illingsworth has been asked to replace Fay.
- Deposit on recycle containers will be going from 5 cents to 10 cents on March 1, 2017.
- A contact list of the 250 highest sales members was presented for the nomination of BoD process.

Working Members Report: Phoebe Charbonneau

- Sandra Vassar was named as Working Member of the Month.
- Jim Lawrence was named Department Head of the Month.
- 21 members worked 10 or more hours during the past month.
- 7 new members joined in the past month.
- A new comment / suggestion card was presented.
- A sign at the checkout area asking for new cashiers has been successful
- A new member for the produce crew is needed. Phoebe will work on recruitment.
- Staff is working on cleaning up the auto 30% lists.
- Pat Cullen has been filling in as a department head for the candy department.

Staff Report: Pat Cullen

- Cashier training will be held on Friday, February 24th from noon to 2 pm.
- A proposal from Elkhorn radio was presented. The Board will review and add to next month's agenda.
- A number of other advertising avenues were discussed. This was tabled until next month's meeting.

I T Report: Dale Bogardus

- An update from CoPas from November 2016 is to be installed by the end of this week.
- The change in deposit/return cost will be reviewed and implemented if possible on the system.

Old Business:

Dennis noted that the suggestion box was empty.

Susie Busch discussed the work involved in the Tasting Fair. The possibility of moving Fair to the fall season was discussed. Susie also commented on some of the workers still not wearing their nametags. The staff was reminded to lead by example as well as remind the working members to use their aprons and nametags. Susie also thanked and complimented Phoebe on the new comment / suggestion card.

Dennis informed the Board that the people who professed interest in the grant researcher/writer position have been unable to take on that position. Clyde will notify the appropriate people to see that ads are placed in the various outreach forums.

Clyde gave a report on the grants that had been suggested at previous meetings. It was determined that there is a good deal of preparation necessary to apply for the grants.

It was decided that the Board would decide on a number of projects and collect the necessary information, planning data, and quotes; before matching available grants with the projects. Clyde will continue to look into available grants.

New Business:

- Lloyd notified the Board that Ken Kruhn has agreed to a nomination.
- Clyde offered to prepare the ballot once names of nominees are presented.
- Nomination ads will be placed in the various outreach forums.

Recess was called at 7:52 pm

Draft submitted February 23, 2017 by Clyde Christian, pro tem secretary.