

Baker Food Co-op BoD

November 16,2017

Convened: 6:05 pm

Present: Dennis Winkler, President; Lloyd Nelson, Vice President, Clyde Christian, Secretary; BoD Members; Marria Knight, and Ken Krohn, Getchen Stadler, Staff and Esa Murrell, newsletter editor for 2018.

- Before the formal start of the meeting a discussion of placing the “reduced” signs on 10th St. ensued and decided. Marria will place the signs with the thanks of the BoD.
- Esa Murrell was introduced as the candidate for newsletter editor and she informed the BoD that she would be taking over in January 2018 due to the Holidays and a work project.

Secretary’s Report: Clyde

- The report was given. Dennis noted that Julie’s full name was Julie Myers. A motion was made to accept the report as amended, seconded, and passed without objection.

Treasurer’s Report: Dennis

- A net loss of \$1200 was noted that both property and quarterly income taxes, the bill for the repair of the back wall, and the Taste of Life magazine and CoPas fees were all paid. Because of the earlier meeting in the month it was discussed that the payments for orders went out before the sales caught up.
- Ken led a discussion on the ebb and flow of product and the inventory’s higher than usual numbers. He explained about the new products and those brought in for the Holiday season and that the inventory numbers should be going down in January 2018.
- Discussion on review of the 3\$ credit card charge was tabled until the information could be obtained from Dawn, Ken, and Carol so an analysis would be prepared.
- A motion was made to accept the November, seconded, and passed without objection.
- **Staff Reports: Dennis**
- 7 new members this month.
- 26 members working 10+ hours.
- Carolyn Winkler, Cheeses, was chosen as Department Head of the Month and Fran Hart was recognized as Working Member of the Month.
- **Old Business: Dennis**
- Gretchen Stadler, new staff member, was given an opportunity to introduce herself to the BoD and to give her insights into the job so far.
- Ken informed the BoD that the survey had not progressed due to his limited access to the programs to complete. It was decided that Clyde will send both Ken’s survey example and her own to Dave Densley for advice and/or input.
- Dennis noted that the parking signs posted on the back wall had looked good, but due to the Church’s ownership of the lot and their concerns with limiting the flow area of the lot, they had been taken down. Further discussion on this issue was tabled until the new year.
- Estimate from Kapatoes (Co-op specialty) insurance was obtained but the \$3500 to \$4000 yearly amount was in excess of what we pay now. Ken had spoken to State Farm insurance but they would not make an estimate without the Co-op’s installation of fire and burgler alarms. Farmer’s insurance will wait on State Farm’s estimate since they had the same requirements and the same underwriter. Ken will obtain information and recommendation on installment of the fire and burgler alarms and report back.
- Clyde informed the BoD that Richard Langrell’s estimate for the concrete fill to begin the sidewalk work was to use 10 yards of gravel covered with 4 yards of concrete. Estimated cost is \$30 per yard on the

gravel and \$140 per yard on the concrete. Dennis informed the BoD that he had obtained a bid for both areas for \$2000 which included labor. Dennis will make arrangements for those repairs when the contractor deems it feasible.

- After a discussion on obtaining a credit card for the Co-op it was decided that a procedure for payments with the existing card would be implemented. Dennis will discuss that implementation with Carol.

New Business:

- A discussion on the monthly rent on the corner property was discussed. At the end of the month all utilities shall be put in the name of the Co-op. Either Dennis or Carol will complete that task.
- Dennis noted that the potential leasor/ renter for the corner property had withdrawn her interest. He noted that another potential leasor/ renter, John McCormack, had expressed interest.
- Agreement was reached by the BoD that a rent of \$500 would be appropriate with the tenant responsible for utilities. The corner property consists of 720 sq. ft. of retail space with the same in the basement for storage. A motion was made, seconded and passed without objection, with the contact person be given negotiation leeway. Ideas were expressed and agreed upon as to what would be acceptable in any negotiations.
- When the present tenant vacates the premises a review of the facility and a list of any necessary changes and/or improvements would be necessary.
- The broken window in the corner property was discussed and the BoD advised that an estimate had been obtained from Nehi Glass and that they would be presenting a final bid when they have made arrangements with their supplier and can schedule installation.
- Dennis noted that Wes (present tenant) had offered the sale of the air conditioner installed in the shop at this time. Dennis will conclude the sale if the amount is reasonable with the approval of the BoD. The Co-op will then offer sale of the air conditioner to any new tenant if appropriate.
- Discussion on placement of new signage on the 1st St side of the building was discussed. The matter was tabled until January 2018.
- Ken discussed some marketing ideas.
 - The sale of local art on commission; to be displayed on unused wall space.
 - The sale of CBD oil was discussed. Legalities and reservations of the BoD were addressed, with the idea that only topical CBD would be carried initially. Larry Christian will visit local outlets of CBD to see what they carry.
 - A Red Box DVD was discussed.
 - Window signs featuring the distributors we carry, at their expense, was discussed. Ken has obtained agreement from Red Mill and will continue to talk to other distributors about the idea. The BoD discussed starting with one window for these signs.
 - An ATM was discussed but vetoed at this time since the bank is next door.
- Clyde presented a Facebook ad that addressed Small Business Saturday, November 25, 2017 and suggested that we review present stock and perhaps feature some items with ads on Facebook and in the store.
- Dennis informed the BoD that Elizabeth had mentioned a campaign of “Are You A Working Member?” That and other recruitment ideas for more working members were discussed. Gretchen and Esa gave instances where potential working members as expressed interest but that their inquiries had not been followed up. Clyde will prepare a form for potential working members to fill out and it was suggested that the sign on the suggestion box be changed so that these applications may be dropped off there. Other ideas for recruitment and follow-up on potential working members were discussed.
- Ken noted that a calendar like what is being used for the cashiering rotation be posted showing the other jobs and when they can be completed. Noting if the work can be done anytime or would need to be a specific time. Maybe even the amount of time to complete the task posted.
- The December meeting was confirmed for December 19, 2017 at 6 pm at the Library. By mutual agreement the agenda will only include necessary items and the Treasurer’s and Secretary’s reports would be sent by

email, to be review by the BoD to save time on the reading and discussion. Any issues on either report can be noted and the reports accepted as appropriate.

- An executive session was scheduled following the regular meeting on December 19, 2017.

Recess was called at 8:40 pm.

Draft submitted October 18, 2017, by Clyde Christian, secretary.

Executive session:

- Lloyd informed the BoD that after speaking with Phoebe he found that she was not resigning, but would be leaving to help with a family issue, and that she would be open to returning to work at the Co-op in three to six months.
- After discussion the BoD decided to offer Phoebe a leave of absence of three months, with the option of extending that to six months if necessary. Other considerations were discussed as well.
- Options for coverage during Phoebe's absence were discussed and it was decided that both the Working Member Coordinator's (now to be referred to as Assistant Manager) and the part-time staff's (now to be referred to as PIC (Person in Charge) would be listed with the job service. After review of the applications, interviews would be arranged and hiring would be decided by the BoD.
- It was decided by the BoD that three paid positions would be maintained at this time.
- Further discussion of restructuring the departments physically and the duties / responsibilities of Department Head was conducted and several suggestions were made. Ken will look as the break-down of the different departments and make suggestions as the next meeting.
- After a discussion of the job descriptions by the BoD, title changes were approved. Manager, Assistant Manager, and (part-time) PIC / Person in Charge. A rate of \$11.00 for the Assistant Manager's position was also agreed on.
- Long range staff issues were discussed but tabled at this time.

Executive session was recessed at 9:20 pm.

Draft submitted October 18, 2017, by Clyde Christian, secretary.

