

**Date: April 23, 2018**

Meeting Called to Order by Gabby at 6:32, seconded by Tia

In Attendance: Devin, Ruth, Gabby, Lilly, Amanda, Tia, Mela, Aaron, Robert

**1) Previous Minutes Approved by Amanda and seconded by Devin.**

**3) Manager Report**

- Financial Reports
  - February and March financials given to the board
  - March FYTD18 vs March FYTD17 - big difference - contact Lilly for documents until they are uploaded to shared Google Folders
  - USDA - paperwork is finished and wrapped up. Mela has been re-paid as well
- Employee
  - Since last meeting two employees have been let go: Chase and Eric
  - New Employee Nikki has been awesome
  - Everyone now has their Food Handlers Cards. The Co-op paid for these cards up to \$10.00
- Open House went really well. Compared to Holiday Open House, made over \$300 more for Spring

**4) Employee Report**

- Kombucha class in March - sold out within a little over a week. Extra scoby offered at the Potluck by a member for future classes. Tia excited to do more classes, Fire Cider class to be offered soon after several requests from customers.

**5) Committee Report**

- Election Committee
  - Devin's nomination has not been submitted. Voting to add Devin's name to ballot: Gabby motioned, seconded by Tia. Devin's name is added.
- Finance Committee is meeting tomorrow (4/24) and will report to the Board after.
- Personnel Committee
  - Putting a timeline on write-ups. Infractions will be revised and/or appealed during yearly employee evaluation/performance review.
  - Lilly needs to have her performance review soon--was supposed to happen in Feb.
  - Employee evaluation process needs to be revised.
  - Personnel Meeting to be scheduled after this meeting for Lilly's review and Employee Evaluation Review/Revision.

**6) By-law Revisions**

- Last time by-laws were revised was 2005
  - More Board Involvement is needed - more engagement
- Newsletter, by bylaws, are to be done by the BoD. This is being taken up by employees, but they don't have the time to be doing it. Board members need to be more involved in this process with Newsletter Coordinator. GM and Employees are asking for help. **Devin has volunteered to take up this position!**
- Coordinator Roles
  - Newsletter Coordinator - Devin
  - Marketing Coordinator -
  - Staff Coordinator -

- Membership Coordinator -
- **Amanda, Robert, and Lilly** will be on By-law Action Committee to update by-laws and send to board to approve. To have these to the board for approval by June Board Meeting.
- potential adding of BoD members or Ad Hoc members for the year.

## 2) Consultant Report

- Some good and bad points
- Store management and staff have already made some important changes based in the report--customer reception has been great.
- VC2 would be able to support some of the things needed to come out of the report. (ex: board training, chart of accounts for department analysis, marketing/branding). Can grant one at a time, so we can apply multiple times one at a time. Accounting would be the Board's first pick to move with. Motion to request VC2 grant to get chart of accounts squared away: Devin and seconded by Ruth.
- Re-branding needs to be a priority in the near term.
- Amanda volunteered to create and teach a Co-op 101 course and powerpoint for staff, board, and members.
- Amanda to seek out grants for marketing / education.
- What is the mission we are trying to send out to the community? What is the need we're serving in our community?
- We need cash!
- NCIF to take over United Bank funds within the next 6 months. Lilly is submitting updated financials from the 3rd fiscal quarter to Kevin O'Connor following this meeting.

## 6) Old Business

- Beer and Wine
  - Will most likely be put in on the upper store rather than the lower since the new shelving has taken up so much space.

Call the meeting to close at 7:50 by Amanda and seconded by Tia and Ruth

### **Scheduling for next committee meetings and next board meetings**

**Finance Committee** - 5PM 4/24/18

**Personnel Committee** - 5PM 5/15/18

**By-law Action Committee** - 4PM 5/22/18

**Board Meetings: MAY 6:00PM 5/7/18, JUNE 6:00PM 6/4/18, JULY 6:00PM 7/9/18**