

## **Minutes of the Springfield Food Co-op Board of Directors**

Thursday, May 23, 2013

Board Members Present: Christine Speidel, Brooke Decker, Dan O'Donnell, Cherie Harris, Steve Greene, Ron Hoffman

Ex-Officio: Neomi Lauritsen (General Manager), Lucy Georgeff (Finance Manager)

Member Audience: No Members Present

Call to Order: 6:04 PM

**Minutes of 4/23/13:** Dan made a motion, seconded by Cherie to approve the minutes of 4/23/13 as presented. The motion passed unanimously, with one abstention.

### **Executive Limitations Monitoring**

#### **B4: Membership –**

The General Manager will not allow members to be uninformed or misinformed of their rights and responsibilities.

Members will be notified of member meetings, referenda and board elections through: The Membership Enrollment Form, Articles/Notices in the Co-op Newsletter, and on the website. The GM reports non-compliance as there is not currently an adequate newsletter that informs members of meetings and elections. While there is currently a bi-weekly email sent out with information about sales and events, we are still working to include all members and more articles and information.

The GM will not:

- 1. Change the membership equity requirements or reduce member discounts on purchases below the level approved by the Board.* The GM reports compliance. No changes can be made to equity requirements or member discounts without bylaw changes, which are subject to member and board approval.
- 2. Operate without accurate and current member records.* The GM reports compliance. Both paper files and CoPOS member records are as accurate and current as possible. We continually have to update records, depending on changes to member contact information and we have to assume some members do not update their information with us (including notices of death). All reported changes are recorded/updated.
- 3. Fail to regularly communicate with the membership.* The GM reports compliance. We have regular communication with members shopping in the store and those members willing to share their email addresses get regular email newsletters with information about sales and events.

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Thursday, May 23, 2013

Steve made a motion, seconded by Dan to accept the B4 Monitoring Report as presented. The Board recognizes the GM's position that she is non-compliant due to the non-existence of a newsletter. The motion passed unanimously.

### **GM FYI Report**

Taking a look back and looking ahead to the future: Our staff has been dedicated to great customer service and responding to customer requests. Department Managers are working hard, and member base has grown.

The first calendar quarter of 2013 brought the Co-op 17.3% growth in sales! Cash on hand as of March 31, 2012 was \$35,713.87 compared to March 31, 2013 when it had increased to \$62,371.15. Fiscal Year 2012 net income was \$4,375.16 with an increase of 733.3% to Fiscal Year 2013 at \$36,458.71.

In late June our Co-op will have its first ever Member Appreciation Day with 10% off all purchases along with product sampling & vendor participation.

Peg Nolan, Tom Snyder and Neomi continue to meet and discuss the planned reset. By the end of May the floor plan should be done with the help of Tom Snyder. By the end of June the plan, budget and financing should be finalized. By mid July deconstruction/construction will have begun. Estimates are being gathered on taking down walls, and configuring electrical and refrigeration needs.

College student Jordan Clapperton has joined the staff. He will work register, assist department heads and assist with construction once the reset begins. Having an additional cashier will relieve pressure on staff for summer vacations and holidays.

Neomi will be joining six other general managers on a Maine Co-op trip, visiting Rising Tide in Damariscotta as well as the Belfast Co-op.

The audits focus is on increasing customer count and average basket, customer service and marketing. NCGA sponsors the audit and covers all expenses.

There have been 11 new members so far for May, with a year to date total of 61.

Monthly vegan potlucks continue in the community room.

A \$10 gift card was donated to the Springfield Senior Center for 'Senior of the Year'.

**Capitalization Options / Vision** – Do we move away from register discounts and toward patronage dividends and what is involved? Tax liability needs to be taken into consideration. Research needs to be done. This would be a bylaw change and needs to be put on hold for now. It is not something that will help financially with this reset. An annual equity payment is an option – automatic connection to membership in order to update information. Will members consider this an investment or rather a donation?

**Condo Update** - Joe has been an honor and a pleasure to work with, the Co-op has now paid off the purchase of the 'common space'. The new signs, designed by Dan O'Donnell will be going up very soon with new lighting. We will soon be removing some

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walls downstairs; separating the kitchen from bulk area, the wall between walk-in and back room, and the wall between the bulk packaging area and the 'common space'.

### **Board Self-Monitoring**

*C: Global Governance Commitment* –The Board reviewed the policy and feel they are doing a fabulous job.

*D: Global Board-GM Connection* - The Board and the GM reviewed the policy and feel they are doing a fabulous job.

### **Annual Meeting Planning**

Big thanks to O'Donnell Design for all of his assistance with the Annual Meeting postcard, the Bylaws notice and for designing the new Co-op sign.

\* George and crew will sing \* Microphone is all set \* Tables and Chairs are set

**Open Session:** No members spoke.

**Next Meeting:** The next meeting will be Wednesday, June 19, 2013 at 6:00 PM in the Parking Lot of the Co-op.

Steve made a motion, seconded by Brooke to adjourn the meeting at 7:45 PM. The motion passed unanimously.

Angela Farrar  
Recording Secretary