**Springfield Food Co-op**

**Board of Directors Meeting**

**July 28, 2016 6 p.m.**

**Members present:** Brooke Decker, Steve Greene, Cherie Harris, Jane Sandelman, Kelen Beardsley, Ron Hoffman, Lindsay Post, Lyndsie Perkins

**Ex-officio:** Neomi Lauritsen

**Recording officer**: Lucy Georgeff

Meeting called to order: 6:03 p.m.

**Welcome and agenda review:** Nothing to add

**Approving minutes of May 26**

Nothing mentioning executive session afterwards. Ron will give changes to Lucy. Jane moves to accept minutes as amended by Ron; Cherie seconds. Motion passes with 2 abstentions, 6 yays.

**GM Monitoring**

**B: Global Constraint**

Jane notes that this document is a summary that describes how we relate to the international cooperative principles, and it references other policies. Ron asks if we are still in cooperation with Frontier Cooperative Herbs in Iowa. Answer is yes.

Ron moves to accept policy report; Lindsay seconds. Motion passes unanimously.

**B1: Financial condition**

Board had requested action plan for coming into compliance on #11 (requiring financial controls). Policies dictating financial controls are now in place, and document has been created outlining these policies.

Neomi reports non-compliance for sales growth for quarter. Neomi notes low sales growth trend among co-ops. Jane comments that growth exists per quarter except in produce (down 15.5%) and bulk (down 2.14%). Ron comments that if the produce department can turn around, it would have a significant impact on overall sales growth. This department has been down in sales growth for a whole year now. Neomi mentions that produce team (manager plus assistant) recently attended a produce conference in Concord, NH, and have plans for some changes. What else can be done to boost produce sales? Produce cooler replaced? What is sales growth like for comparison stores? Produce and bulk represent 25% of revenue, so seeing them in decline is significant. Lindsay asks how produce is working with meals department. Jane asks about Neomi’s thoughts on refrigeration. Neomi says they are working with NCG consultant prices for new coolers. Steve suggests looking into a whole produce reset. Jane suggests looking at conventional vs. organic.

Bulk is also down. In response to that, grocery manager is starting “Bulk Thursdays,” in which customers receive an extra 5% off bulk purchases.

Steve suggests adding sales growth to next month’s agenda.

Brooke moves to accept B1 as submitted with acknowledgement of non-compliance on #1. Cherie seconds; motion passes unanimously.

**GM FYI – May and June**

Discussion on VT Futures project, which Neomi attended. It offered an economic history and overview of Vermont. Neomi linked to it in the FYI report. Neomi participated in a group project to come up with headlines for Springfield in 20 years.

Co-op is now member of Okemo Valley Chamber of Commerce, which covers a wide area. Lyndsie asks if co-op is member of Springfield Chamber of Commerce – answer is yes.

Neomi passes around new logo and pictures of new register counter design she is considering for early October.

Budget update: NL projected 6.5% sales growth for quarter and came in at 1.24%. Marilyn has advised in the past to not update budget for quarter but for projected income for year-end. Neomi will talk with Marilyn about whether or not to adjust budget by quarters.

Neomi mentions that co-op will reach weekly average for current UNFI purchasing quarter, resulting in lower cost of goods for Sept, Oct, and Nov.

New meals manager lives in Springfield, previously working in Hatfield, MA.

**Board self-monitoring**

**C1: Purposes and Aims**

Board self-rating: 4.5/5

**C2: Governing style**

Board self-rating: 4/5

**Annual Meeting Recap**

What worked? Jane mentions that we have found a format that is expedient, that people like, is inexpensive, people participate, community room feels comfortable. Lindsay mentions that we just barely had a quorum – how do we get more people to attend? Jane suggests for an improvement that the Board have a couple of talking points prepared. Present what the Board has accomplished during the year. Topics can be included in the meeting announcement.

**Board retreat**

Choosing dates and location: Board chooses Sunday, 10/30. Brooke will talk to Marilyn. Topics to cover: governance principles, how to read profit and loss statements. Neomi suggests inviting a speaker to come do the P&L training during a regular board meeting. Board discusses adding expansion and a 3-5 year vision to the retreat agenda.

**Other Business**

**Newsletter**

Each Board member will write one article per month to include in newsletter. Please submit to Neomi as early in month as possible.

Assignments:

Aug: Brooke will interview Steve (“Meet the Treasurer!”)

September: Lindsay

October: Lyndsie

November: Kelen

December: Carrol

January: Ron

February: Cherie

March: Jane

April: Steve

**Policy Alignments**

Upcoming policies are B6, which needs no change. Board will add item to C5 about agenda review. Ron moves to accept changes as presented by Jane for C4 and C5; Kelen seconds; motion passes unanimously. Jane will send changes to Lucy, who will make changes and email new page out to Board.

**Open session**:

New member would like to get membership refund due to living out of area and confusion about membership reciprocity. Steve moves to refund membership fee; Jane seconds; motion passes unanimously.

**Next meeting**: 8/25

Steve moves to adjourn meeting at 7:56 p.m.; Jane seconds; motion passes unanimously.

Respectfully submitted,

Lucy Georgeff