

**Springfield Food Co-op  
Board of Directors Meeting  
April 23, 2020**

**Directors present:** Lindsay Post, Caitlin Christiana, Jane Sandelman, Marianne Chapin, Alysia Wolf, Steve Greene, John Vorder Bruegge

**Ex-officio:** Neomi Lauritsen

**Recording Secretary:** Lucy Georgeff

**Call to order:** 6:05 p.m.

**Co-op stories:** Lindsay asks everyone to share something they're grateful for. Neomi: sunshine and foxgloves, Caitlin: sunshine, Lucy: good health of family, Marianne: sun, her property and her roof, Jane: sunshine, to be surrounded by supportive, thoughtful people, Steve: ability to be outside, Alysia: getting the things she needs, John: productivity while working from home, Lindsay: sun, being outside.

**Approving minutes from 3/26/20:** Board amends motion made for B5 - first motion was omitted. *Lindsay moves to accept the minutes from March 26, 2020 with addition; John seconds; motion passes unanimously.*

**GM Monitoring**

B2: Planning and Budgeting

No budget right now. Neomi requests this be put off until May. She has received guidance from National Co-op Grocers regarding budgeting and planning during COVID-19.

B1: Financial Condition

12.8% sales growth in March. Board discusses COVID pantry loading, sales growth, and subsequent decline. No big changes in staffing. Neomi is going to talk with CoPOS about online shopping and is expecting curbside shopping to continue for a while. She is considering charging for curbside pickup service.

Neomi warns the Board that she just obtained a Payroll Protection Program loan for \$128,000. *Steve moves to authorize Neomi to explore and enter into a PPP agreement with 1% interest and which is hopefully forgiven; Alysia seconds; motion passes unanimously.*

Steve and Jane discuss the PPP.

No year-end results now, Board has some questions about the financial statements.

*Steve moves to accept B1 as submitted; Jane seconds; motion passes unanimously.*

## **GM FYI**

NCG Spring Meeting will be held virtually for two hours instead of in person for two days. Convergence (annual grocery conference) has been cancelled for this year. Store is working to increase the co+op basics line. Neomi is considering writing 3 budgets, one with a baseline, one showing a 15-20% decline in sales, one a middle-ground budget. Neomi shares some updates from Spring Meeting, including that a rise in prices is expected.

March Change for Change recipient was Dream on Curls, and April is the Black River Action Team, for which there was an anonymous donor.

26 new members in March!

## **Board Self-Monitoring**

D2: Accountability of the GM  
Lindsay reads aloud.  
Self-rating - 4.6

## **Board Business**

Neomi and Lindsay will sign the NCG resolution to continue the SFC's contract with the NCG.  
*Jane moves to continue the Springfield Food Co-op's contract with the National Co+op Grocers; Lindsay seconds, motion passes unanimously.*

Lindsay asks board members to please send thank you cards to staff, and send newsletter content to Neomi.

## **Annual Meeting**

Discussion tabled until May.

## **Board retreat follow-up**

Board discusses looking at the business plan and market strategy again.

## **Expansion**

Lease with Six Main LLC has been modified from original People's bank lease. Neomi met with the co-op lawyer and has come up with a good lease. Six Main LLC owns the building now. Does the Board want to move forward? First rent payment would be due 1/1/2022.

Board discusses the lease and agrees to hold another expansion meeting.

Lindsay checks in with all the board members to get their pulse. Board discusses the uncertainty of the times, the hope of the project, successes thus far, fears about COVID. Co-op may extend the investment offering. Expansion committee will meet next Tuesday.

Board members agree they are willing to move forward slowly.

**Next Meetings:** May 28, June 25, July 23, August 27.

*At 7:38 p.m, Lindsay moves to go into Executive Session regarding a personnel issue; Jane seconds; motion passes unanimously.*

*At 7:52 p.m., Jane moves to leave Executive Session and adjoint the meeting; John seconds; motion passes unanimously.*

Respectfully submitted,  
Lucy Georgeff