

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

Directors present: Lindsay Post, Steve Greene, Caitlin Christiana, Sarah Bolaski, John Vorder Bruegge, Brooke Decker, Jane Sandelman

Ex-officio: Neomi Lauritsen

Recording Secretary: Lucy Georgeff

Call to order: 6:04 p.m.

Co-op stories and introductions: Lindsay asks, “What is something beautiful about your day?”

Sarah: rain; Neomi: a cute child was enthralled today with the 6-foot-distance stickers on the co-op floor; Jane: she potted plants today, and the plants are doing well. She also took Marilyn on a tour of the new store.

Approving minutes from 6/25/20: June minutes need the date of approved minutes changed to May, and that Steve mentioned the Black Watch cooler doors *are* in good shape. *Steve moves to accept the minutes from June 25, 2020, with amendments; John seconds; motion passes unanimously.*

GM Monitoring

B1: Financial Monitoring

Neomi is pleased she kept everyone employed during COVID. She reports that the co-op is still rebuilding, not just sales but staff and customers after being closed, and that there is lots of uncertainty. John asks how other co-ops are doing. Neomi reports that some co-ops in high-end communities have done fine during COVID. She says we are lucky to have the National Co+op Grocers, who report 25 co-ops out of 153 are in jeopardy.

Lindsay asks if it’s possible to admit more customers in the store at a time, since we require masks. She references the Woodstock Farmers’ Market as doing a good job managing customers.

Steve asks about our fiscal year loss and if the Payroll Protection Program loan has been forgiven.

Neomi notes that Lucy finished the quarter at 11:30 p.m. Friday night, and Neomi completed her B1 report Saturday morning.

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

Discussion about last section of B1, regarding capital expenditures over \$10,000 by the GM. *John moves to allow the General Manager to approve purchases for \$10k for expansion, with notice and proper accounting for the budget; Lindsay seconds; motion passes unanimously.*

Tax Filing Status

Wegner CPAs filed the tax return on deadline. Co-op will receive a federal refund of \$8,400 due to the fiscal year loss.

Global Constraint

Over the last year, the co-op averaged 23 members a month. We did not lose any equity to members leaving the store or requesting refunds. The Board discusses the process for refunding membership equity.

Sarah moves to accept Global Constraint as submitted; Lindsay seconds; motion passes unanimously.

Budget

Neomi and Lucy have budgeted 2% growth for the current quarter (Q2 FY21), actual growth for the quarter-to-date is 6%. We need to hire more people to increase sales, especially in the deli. Neomi wants to increase the number of shoppers, and discusses ways to schedule greeter for the busy times only. Governor Scott is expected to make an announcement tomorrow, July 24, requiring masks for all persons in public. Neomi is feeling positive about sales.

GM FYI

Chester-Andover Family Center was the June round-up recipient and received \$441.14. Ron Williams has left co-op employment. Neomi anticipates that the departments that are currently growing will be the strongest in the new store.

Board Self-Monitoring

C2: Governing Style
Lindsay reads aloud.
Self-rating - 4.6/5

Annual Meeting

Brooke and John report that the information they received about alternative annual meetings was a mixed bag. Sarah remembers that a couple of meetings ago, the Board discussed not even holding a virtual meeting, but sending out a notice by mail. Jane will write a letter explaining such. There will be a change in the executive board. Lindsay is stepping down off the board in September; Sarah will become President, and Brooke will become Vice President. Caitlin is also leaving the Board - this is her last meeting, as it is for Lindsay, who can't make it to the August meeting. Qayyum may be interested in joining the board.

Patronage Dividends

Neomi will look with Lucy at some scenarios Marilyn Scholl proposed. Board discusses wanting to give back to the community.

Staff Appreciation

Board would like to give lunch to staff again.

Expansion

Steve reports that the electrical work is being done at the new location. LaValley's in Ludlow has a concrete floor such as the co-op may want; he encourages everyone to go take a look. The design committee will decide this. Efficiency VT insulated the Valley Street walls. They have accepted a bid on the steelwork. Building looks great so far and the project is on track for a January 15 opening date. Board discusses keeping the cupola. Efficiency VT will take care of the air conditioning and heat.

Neomi is working on putting together all the puzzle pieces, and focusing on building sales and building staff back up after COVID.

Jane asks if it is time to work on the new organizational structure, and Neomi says she is working on it.

Financial Roadmap

Neomi reports David Waisman will be taking a look at the pro forma prior to sending to the Risk Management Committee at the NCG. A couple of changes need to be made.

UNFI is ready to see the equipment list.

Capital Campaign

The investment offering has been reupped for this current year, and we can use the memorandum from last year. Neomi will talk to Ben about engaging local businesses and all the "yes/uncommitted" members from last year's tracking sheets. Ali can build that list for her.

Member Engagement

Sarah is going to write up something for local newspapers.

At 7:57 p.m.; Lindsay moves to enter Executive Session; Sarah seconds; motion passes unanimously.

At 8:32 p.m.; Lindsay moves to exit Executive Session; Sarah seconds; motion passes unanimously.

At 8:32 p.m.; Steve moves to adjourn the meeting; Brooke seconds; motion passes unanimously.

Respectfully submitted,
Lucy Georgeff