

**Springfield Food Co-op  
Board of Directors Meeting  
August 27, 2020**

**Directors present:** Sarah Bolaski, Jane Sandelman, Brooke Decker, Steve Greene

**Ex-officio:** Neomi Lauritsen

**Recording Secretary:** Lucy Georgeff

**Guest:** Gail Guy

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

**Approving minutes from 6/25/20:** *Jane moves to accept the minutes from July 23, 2020, with amendments; Brooke seconds; motion passes unanimously.*

**Patronage Dividends**

Distribution model is based on profit and the co-op did not earn a profit in fiscal year 2020. We recapitalized the retained dividends from FY2019. This is not unusual - other co-ops also are not able to pay dividends this year. Board will put out a statement to the membership prior to the annual meeting. *Jane moves to not distribute any profit; Sarah seconds; motion passes unanimously.*

**GM Monitoring: A Ends**

Neomi saves 3 calendars each year to help with this report. Great response from the Board. *Sarah moves to accept the Ends report; Jane seconds; motion passes unanimously.*

**GM FYI**

For the July Change for Change recipient, staff weighed in and voted on an organization involved in anti-racism work. Curbside is continuing, though at lower rates of 5-6 orders a day. Customers appreciate this continued service. Our newsletters have a great open rate, and we are receiving close to 5-star reviews on Google. Neomi sings Tyler Young's praises - 9 year employee who started as a volunteer and now is Produce Assistant. Sales were up 8% overall in July, and basket size was up, too. Taxes were paid on time.

**Board self-monitoring**

**C4: Agenda Planning**

Sarah reads aloud.

Board self-rating: 4.75/5

**C5: Board meetings**

Sarah reads aloud.

Board self-rating: 4.5/5

### **Officers' Roles**

Sarah moves to approve the new slate of officers: Sarah Bolaski, President; Brooke Decker, Vice President; Steve Greene, Treasurer and Secretary; Steve seconds; motion passes unanimously.

### **Expansion**

Demolition is going well. Framing will start Monday or Tuesday. Bids and quotes coming in for refrigeration and insulation work. Going with polished concrete for the floor.

Neomi is nearing completion with the equipment list. The Risk Management committee from the NCG will be looking at the pro forma again soon. Eastern Corridor has funds which they can use to help us. Board discusses the need for a project manager. Steve recommends leaving the current building in the pro forma as selling upon opening still. Board discusses when to re-start the capital campaign and who will run it - need a professional and not the Board.

### **Annual Meeting**

Board discusses what a virtual meeting would look like and considers this instead of a mailing. They would record the meeting. Jane will help build a presentation. Discussion of which date to pick - board settles on a weeknight in October - national co-op month: Oct 21st is the third Wednesday. Board discusses reports, creating a slideshow of the year. Sarah and Brooke will work on getting swag together for the meeting. Hold a local products raffle.

Board discusses doing a staff appreciation in September.

### **Annual Board Retreat**

Virtual meeting to be held in November or December. Board will start thinking about objectives. Ideas are: quick financial review and focus on opening the new store.

*At 7:57 p.m.; Jane moves to enter Executive Session to discuss personnel issue; Sarah seconds; motion passes unanimously.*

*At 8:12 p.m.; Steve moves to exit Executive Session; Sarah seconds; motion passes unanimously.*

*At 8:13 p.m.; Steve moves to adjourn the meeting; Sarah seconds; motion passes unanimously.*

Respectfully submitted,  
Lucy Georgeff