

Springfield Food Co-op
Board of Directors Meeting
March 25th, 2021

Directors present: Sarah Bolaski, Jane Sandelman, Brooke Decker, Steve Greene, Will Mitchell, Jack Hurley
Ex Officio: Neomi Lauritsen
Recording Secretary: Ali Estey
Guests: Lisa, Ashley, Ryan, Aminah Christine

Time: 6:18 **Call to order**

Time 6:20 **Co-op Stories:**

Shout out to closing crew: James and Shadow- a very nice interaction with a customer.

Time 6:21 **Approve Minutes: from February 25th meeting**

Sarah makes a motion to approve the minutes, Jane seconds. All in favor with none opposed.

Time 6:22 **GM Monitoring (from Neomi)**

B2: Plan & Budget

Reports compliance

Neomi and Ryan are utilizing a new budget template from NCG. It's a large tool and complicated, but will ultimately give more information. They are still working to populate the tool and expect to be able to report next month. They are receiving guidance from NCG with a list of necessary data. A complication is that the tool will auto-calculate and project based on data entered. This represents a problem because of the loss during the first quarter of last year due to CoVid-19. Neomi has called in experts to help resolve this issue.

Neomi requests discussion next year regarding the budget report in March before the end of the fiscal year.

Motion to accept resubmit B2 at the April meeting Sarah. Steve seconds. All in favor with none opposed.

B5: Treatment of Consumers.

Reports compliance

Meeting customer needs with in-store safety, responding to customer requests via shelf requests and special orders. Safe kitchen practices (recent health inspector visit with a score in the 90s), product recalls come via robocall. There has been no public bathroom available to date due to

Covid-19. Neomi reports fewer customers in the store due to the co-op's response to Covid and limiting the number of customers in the store at a time.

Motion to accept B5, acknowledging the decrease in customer count: Sarah. Jack seconds. All in favor with none opposed.

Time: 6:35 **GM FYI**

CoVid 19 continues to have an obvious impact

- 21 new members in February (previous average 12-15).
- Produce sales experienced 50% growth while the produce team has not changed in size.
- February growth was > 11% storewide. 73.04 % member sales. Basket size \$33.98, avg 230 customers per day.
- Anticipate a drop in basket size as the deli continues to increase in sales. This was discussed and explained.
- New member brochure "best one yet." Amazing job, Hannah, with gratitude to community partner Springfield Printing.
- Managers and Neomi working on staffing for new store.
- All positions are posted in-house prior to advertising.
- Weekly meetings with NCG consultant continue.

Time: 6:40 **Board Self Monitoring**

C9: Unity of Control

The board reports 4.75

Time: 6:33 **Board Business:**

Annual Meeting: the business meeting will be virtual and set for June. Date TBD. Discussion around the Annual report pamphlet. Agreement that this should be done for the June meeting. Hoping for an in-person celebration in October.

Discussion around the timeline for opening. Currently anticipate May 24th, however, there is much that needs to happen in order for that to be feasible. Many equipment delays due to CoVid.

Board recruitment: Discussion about the needs of the board. Should the board try to recruit based on certain skillsets? Financial knowledge is important, perhaps legal knowledge, good communication skills, tech knowledge, organizational skills. Will suggests utilizing a strength-based personality test. Consider using this for current board members, and assess where there may be gaps in order to recruit members who may be able to fill those gaps.

Steve and Brooke will finish their terms in June. The board will need 4 members at that time.

Ideas for recruitment? The board consultant states 1:1 seems to work best. Suggested that each board member brings 4-5 names. Caitlynn Christiana is a great resource. "Why I serve" campaign on social media as well as in the newsletter, website, and in-store signage.

Time: 7:11 Pro Forma Updates and Expansion Discussion:

Discussion of the financial tool Steve is utilizing. Steve, Ryan, and Neomi continue to work on updates and have been working to build the form and populate the financial document. Many questions with clarifications around the form and specific numbers. Steve will add columns to further clarify.

Capital Campaign: Currently assessing the amount left to raise. Suggested that there continue to be an effort to raise money in order to lower the debt.