

Springfield Food Co-op

Board of Directors Meeting

August 26, 2021

Directors Present: Jack, Larisa, John, Aminah, Lee, Will

Ex Officio: Neomi

Recording Secretary: Ali

Call to order: 6:03

Approval of July minutes:

Neomi would like to double check the remaining amount of JLF.

Motion to approve July minutes pending that potential correction: John

Second: Lee

No discussion.

All in favor.

There was a suggestion to discuss patronage dividend and how that works. Decision is to table that until the next meeting.

GM Monitoring:

B6 Staff:

Staff surveys inform the B6.

Columinate consultant suggested Spring 2022 for the next survey. Stores typically do not survey staff during expansion.

Last survey was shared.

Co-op provided lunch stipend for roughly a year, essential worker grant, hazard pay, the co-op covered the taxes.

Questions: what are the numbers on staffing?

4-5 open positions. 4 people leaving this month; career changes, resignations and medical leave. We continue to receive applications, and there are many people who want to work at the co-op. We feel positive given the current workforce challenges in the state and country.

Discussion about the current staff: "friendly, helpful, great culture"

Motion to approve B6 as submitted: John

Second: Jack

No discussion.

All in favor.

GM FYI:

- July 57 new members.
- Managers see what needs to happen, what isn't done in the new store, but customers see how beautiful it is.
- Summer is typically a little soft in sales.
- Sales are very strong. Projected to do 3.6 million, hitting those numbers on a weekly basis.
- New grocery manager is doing a great job. Local focused, along with good/better/best options.
- Percentage of sales to members have dropped a little which is indicative of the amount of new customers.
- Walk-in has been moved and the trench will be dug for electrical.
- Holiday orders had to be done 2 months ago.
- Inventory the end of September.

Board of Directors Self-Monitoring

C4: Agenda Planning

"What are we doing and when?"

John/Sarah/Neomi meet a week prior to meeting

Should agenda be approved at the start of the mtg? Chair sets and sends out prior; this would give directors time to add and/or discuss.

Annual Calendar needs updating. Sarah is working on this.

Score: 4.0

C5: Board Meetings

How is this communicated to membership?

Board communication board posted (responsibility of the board) typically in the newsletter, on the website. Some norms have dropped off during the move, but will be prioritized.

Score: 4.0

Board Business:

Discussion of the recent meeting with the board consultant, Marilyn Scholl

"I appreciated the interactive nature of the meeting" -Larisa

"Helpful to have overview of cooperative governance, roles, responsibilities between GM/Membership and Board"- Aminah

"Happy to see that there's an organization that helps co-ops"-Lee

Overall there seems to be a clearer picture of what needs to be done going forward.

Annual Retreat:

-How is this structured? Remote? Hybrid? The assumption is that it will be in person, but that may change.

What do we want to cover?

- Decide what we want to get out of the meeting and present to Marilyn (Jack)
- Look at goals from last year (Will)

- Policy governance
- Committees determined and solidified
- Charters written and organized
- Build calendar for the next year (policies discussed each mtg...Sarah may have it drafted) Could the draft be done by the next meeting? Neomi clarifies that policy governance and monitoring reports guide the building of the calendar, likely switching gears to work on goals identified last year.
- Board development, structure to orient board members and get them up to speed.

Is there a board development committee? Who is on it? Decision is to wait for Sarah's input.

Possible committees:

GM monitoring/compensation: Jack, Sarah, Jane, Will

Expansion committee: Neomi, Steve, Jane

Committee charter worksheet was provided for this meeting. The decision is to wait until the next meeting when there's more discussion.

Expansion:

- Money from sale of 335 River would go to pay off the mortgage.
- 150,000 has been paid to pay off that mortgage in the interim.

Steve and Neomi working on continued tasks and challenges in the new building.

Additional discussion and comments:

"-beautiful store, wonderful shopping experience, great hiring, front-end staff is phenomenal!"

"-a jewel!"

"-visually wonderful experience; people are great"

The retreat is rewarding, bonding and collaborative.

Jack was hesitant to join the board, but is happy to be involved, and appreciates the enthusiasm and commitment of everyone involved.

Next Meeting 9/23/21

Motion to adjourn: John

Second: Aminah

Meeting adjourned at 7:13

