**Rutland Area Food Co-op Board Meeting**

**April 28, 2016**

**Present:**

Board: Hannah Abrams, Matt Karczmarzyk, Kathy Allen, Stephen Waite, Rhonda Bates, Dave Tibbs, Irene Gold, Laura Daubenspeck, Chris Littler

Board Absent: AJ Ruben, Diana Hayes, Jim Albright

Staff: Zach Stevens, David Perrin, Meghan Burke, David Perrin, Matt Polli (?), Kathy Brown

Barbara Richardson (recorder)

Members: Regina Alexander, Sarah Start, Kris Harmelink

Meeting brought to order: 6:36 p.m.

**Approval of Minutes:** Hanna moved, matt/Kathy second acceptance of minutes.

**Committee Reports:**

1. **Finance Report (In Dropbox)**$7K better than last April, but first month that it’s been down this quarter. Q4 was $5K

Tax issues finally corrected.

POS System: Not sure if a new POS system would solve some of the things we don’t like about the current system (e.g., inventory: not able to enter all invoices because of the number of vendors we use. Reach out to other co-ops to find out what they do. Dave wonders if there’s a compatible accounting software that would sync with our POS system).

1. **Strategic Planning Committee**

**Express the**

SWOTT Homework – (Strengths, Weaknesses, Opportunities, Threats, Trends)

Review of committee’s work on the schematic to date

Targets for end of Dec 2018: $5 million sales & 14 million shoppers?

Each time period represents 5 key things (money in bank, physical plant that allows for growth; 2016 debt paid off in full; increased visibility and integration in community; great working conditions and retention.

Working back from 2018, break it down by year and quarter and set intermediate goals. Would be nice to post this somewhere that members can view it in process?

Add to minutes (!)

SWOTT – Thank you to board members for committee participation, sharing a large number Strengths.

narrow down to top 5 in each category in committee – board meeting produces a slimmed list:

* Niche lines with broad appeal - bulk, supplements, organic; rigorous buying guidelines/standards/vetting
* (?) Location – historic anchor downtown, loading dock – and see Lease Committee notes about new developments.
* Local products and focus
* Strong team/leadership
* Community – Member driven, mission , longevity, trustworthy
1. **Annual Meeting Committee -**

Status of To-dos – Dave, Chris & Zach to meet after meeting

Dave reaching out for audio equipment

Irene & Hannah – donations for basket raffle (for new floor fund!) Meghan to work table

Non-plastic beverage dispensers

Board – please RSVP via survey monkey

Stephen Waite – use of the vacant lot is approved

Musician needs – Dave is on it

Celebration rentals – including tablecloths for 9 tables

Battery operated votive candles

Staff – it’s a paid event to attend, but not mandatory

Zach will create information packets for members

Paper goods have been ordered

Job list being created for day-of

50/50 raffle – Nick has been tapped to run this!

Diana & Jim will set up potluck food items w/kitchen staff

The committee members will arrive at 4 for setup

Voting coordination – Zach & Barbara

Clean-up – board in full

Mingling – board and staff – mix with the members!

Kathy asks – largest annual meeting attendance was around 75.

**Lease Committee** – Dave & Zach met with Mark Foley and learned about plans for the property. Mark wants to maintain the historic quality of the building. Restoring and capitalizing on the Strand Theater. Damascus is leaving this year to expand their business, making room for another “Shop at the Strand”. Co-op is seen as anchor business. Two stories of shops! Heating & electrical systems will have to be replaced (hurray!) Mark will have to make improvements for code and customer appeal that will benefit the Co-op. Zach was very prepared for the meeting, as usual. Kathy asks about disruption. Park remodeling bids into City at end of May; Damascus leaving in December, put in glass wall there, totally remodel the lower level for shops/small food venue; modeling this after Burlington and San Francisco. Guaranteeing the loading dock, and expanding access to other businesses in the building. He’s been talking to Burlington developers/shop owners about their process.

Grants available to help restore the historic aspects of the building.

First finish the alley project first, then building renovations.

This is a very long time coming!

**PG Reports**

**C3 – Agenda Planning: reviewed by Kathy (see Dropbox).**

In compliance; the policy works and we want to keep it.

Hanna moves to accept report; Laura seconds.

Irene asks who is responsible for maintaining the accuracy of the board records? Officially the clerk of the board; the recorder is the functional agent.

Does the board have a calendar of events (e.g., full board meetings, committee meetings, etc.) We can streamline/establish a calendar for better planning. (WHO responsible?)

**GM Policy B5 – Treatment of Consumers (See Dropbox)**

Decision tree – Laura moves to accept as in compliance; Dave seconds.

**GM Report**

Thank you to AJ, Diana, Hannah Laura & Chris for volunteering to paint and work with inventory prep!

Hannah expresses what

March sales were down by $1400. Easter falling in March is what made the difference.

Q4 – Zach’s first full quarter – sales were over last year by $5K – an actual difference of over $15K over last Q4.

For the year, only down by $14K, but in sales of over $2 million in sales. For the year, we’re down almost $50K, but things are on track to keep improving.

Insurance expense – staff & payroll, plus being over $2 million in sales.

Happy New Fiscal Year!

Sharon Travers is our new part time bookkeeper. Mark Foley and Lyle Reddick are her other bosses at Rutland Development. VT Roots before that, one of our suppliers, so great connections past and present.

Hired a new produce manager, Kathy Brown! She’s connected to farms, having worked

Seeds, seedlings and compost are selling, slowly.

Hoping to revamp take-out seasonally. Not bringing back the salad bar, but will focus on prepared salads; planning to sell the salad bar equipment. Sell it on Craigslist?

Two painting nights – May 5th and May ?? More painting nights for June. Zach will be doing an overnight to paint the floor.

Store will be closed on Memorial Day – historically we lose money, and it’s happier for staff to have the day off.

4 current members up for reelection.

3 new applicants – Regina Alexander co-owns farm with David Perrin. What they can’t raise at their homestead they can round out with the Co-op’s offerings. Manages Medicare Advantage Program for local carrier (review her application – in Dropbox) MBA Fellow in American College of Healthcare Execs. Formerly a Dept Manager for RRMC.

See rest of the candidates in the Dropbox.

**New Business**

100 refugees coming to Rutland in October. Laura suggest (and the staff is over the top excited) to source foods that they’ll be looking for. Welcome basket for folks. Main Street Alliance came back to see if we’re still eager to be a welcoming business. Dave sees it as an opportunity for Rutland to show a progressive and

Regina says she’ll be happy to investigate holy days and foods they’ll be looking for.

Dave thanks everyone for participation in SWOTT, thanks Stephen again, and all who attended – Co

**Next Month:**

Board PG report: Laura: C4 - Meetings

GM Report: B1 again!

 Dave moves to adjourn; Hannah seconds.

Adjourned at 8:01 p.m.