



Northwind Natural Foods Co-op
Board of Directors Meeting
April 8, 2019; 6:30 pm @ Northwind Natural Foods Co-op

Minutes

Roll call:

Board members: Jackie Powers, Laura Scotford-Fedora, Hannah Panci, Deb Muskett
Absent: none
Staff: Cathy Flory
Guests: none

The meeting began at 6:30 pm.

1. Approval of the Agenda
Unanimous approval
2. Approval of minutes from regular meeting 3-14-19
Unanimous approval
3. President's Remarks - Staff Performance Reviews - follow up from March discussion
 - 3.1. From March: Peer review - They will provide the board with a brief summary of their review.
Cathy will follow up with this.
 - 3.2. See Copy of Staff Pay (not for guests/members to view, if present)
 - 3.3. Review anniversary dates, schedule board reviews
The board thinks it's important to continue annual reviews (using the same form we have been using) with each manager one-on-one after seeing a summary of the peer review. Eleanor's anniversary was in February so we will meet with her right away. We can discuss the co-management process and how the new clerk hire/supervision will be handled.
 - 3.4. Do we need closed session?
Nah
 - 3.5. Other notes - Should start posting next board meeting dates in each newsletter, and post agendas and minutes on the website each month (agenda before meeting, minutes after approved). Hannah will email minutes to Cathy every month after being approved.
4. Manager's Report - see report
 - 4.1. From March: Graham asks for a bit more leeway in purchasing, which the board understands and agrees to, in regards to ordering cases of items instead of single items to get a better price. Is this happening?
 - 4.2. Other notes: There are still a few discrepancies between Eleanor's numbers and Laura's numbers for margin, etc. Laura thinks this is because the numbers came from CoPOS and donations and memberships have been included. The board is requesting numbers based on sales, without including donations and



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- 4.3. Other notes: Jackie had additional questions on the manager's report this month, which Eleanor answered. We just wanted an assessment of how each manager thinks their portions of the ordering are going, rather than just a list of numbers.

5. Treasurer's Report - Laura
 - 5.1. 2nd Quarter Review
 - 5.1.1. Actual vs Budget

This is all good news. Update of FY shows that we are on target! Our net ordinary income is better, our expenses is lower, and our bottom line is a positive net income (budget projected a loss).
Currently we're ~\$1200 over the ordering budget (since we started keeping track).
 - 5.1.2. Annual Sales by Month (trend lines)

See manager's report
 - 5.2. Achieved Margin - Discussion, concept, how to increase

Would be a good discussion to have with all staff present. Can handle a slightly lower achieved margin with increased sales. Slightly below our goal of 35% to date.
 - 5.3. Loan update

Signed and sent in loan renewal papers, and closing costs. We have 6 years remaining on the loan, with the same monthly payment as before (~\$400).

6. Personnel Committee - Mission & Goals - Hannah & Eleanor

Hannah will send around a copy of the Employee Manual when we have a completed draft for the staff and board to review.

7. 40th Anniversary Celebration meeting - see report + brief update - Jackie
 - 7.1. Facility Assessment

Jackie is continuing work on this. She has met with Tony Mukavitz, who looked at the boiler. He gave a verbal estimate of \$7000 to replace it, with an additional \$1000/unit for each blower unit (3 of 4 units do not currently work). Jackie has also been pursuing someone to give an estimate of refinishing the hardwood floors.

The staff have been hearing a lot of questions about what we're asking for money for at the 40th anniversary party. It would be nice to have something new to offer (a salad bar or water filtration system were two of Cathy's suggestions), instead of



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basic maintenance. However, we do need this money to survive! It would be really nice to have one basic maintenance-type-thing and one new thing to offer as targets for our fundraising goals. Maybe we even have a thermometer for each thing and you can choose which to support with your donation. We are still in the position of relying on fundraisers to sustain us at the moment. We could have memberships vote on the 'fun new' thing.

7.2. Raffle License

We DO need a raffle license for this celebration if we are doing any raffling, but not for a silent auction. Jackie is putting in an application that would cover 50/50 drawing or baskets or whatever. Last time we were rejected but the rules are new so we should be able to get one. Once we get a gaming license, we can just apply for a raffle license each time we hold an event.

8. Outreach - Deb

8.1. Newsletter - Hannah

Still working on this. Should go out later this month.

8.2. Events coming up this month

First Friday in May. Will have table at Brian Nasi run (May 11). Have staff call vendor for a donation that we could give away (and then have on sale in the store for the month). Earth Day we'll show a movie at the library. Mary Jane will go to one farmer's market/month at the airport this year.

8.3. PayPal account - Cathy

Has launched! Cathy still needs to do a bit of work on the back end to check on payments that have been made. Need to coordinate this with Laura too.

8.4. Member benefits

Punch card started this week! There is a disagreement over whether or not to give members an additional card if they forget, but the board agrees members should get another one if the managers are okay with it. Hopefully we can do the punch card for one year and then CoPOS could build in the capability to replace it (Graham has been in contact with them and they agreed to work on it).

9. Upcoming Dates:

9.1. Next BoD meeting May 13, June 12, July 15, all at 6:30 pm at the Co-op.

9.2. 40th Anniversary: May 14, 9am, Contrast Coffee

Meeting adjourned at 8 pm.

Meeting minutes recorded by Hannah Panci, and approved as corrected by the Board of Directors at the May 13 meeting.