

Ferry County Co-op and Kettle Crust Bakery

2022 Project Implementation Plan ---- Approved by the BOD January 26, 2022

	Project Description	% Complete	Status	Start Date	Projected Completion Date	Actual Completion Date	Committee/Project Assignments	Priority H,M,L	
	COMMITTEE: Administration & Human Relations: This area of responsibility includes job descriptions, hiring practices, & HR related SOP's.						Karrie, Chair		
	Develop a SOP for Food Safety plan. To be finalized by Bakery Manager and Committee Chair. The US FDA is in the process of revising food safety rules, so this project is on hold: https://www.doh.wa.gov/CommunityandEnvironment/Food/FoodWorkerandIndustry/FoodSafetyRules Until revision is complete, use https://www.doh.wa.gov/CommunityandEnvironment/Food/FoodWorkerandIndustry/FoodWorkerManual	0%	USDA is revising rules. Rule compl date in 2023	On hold for now. Once USDA complete the revision a Co-op plan will be developed			April & Karrie	L	
	COMMITTEE: Financial Security & Inventory: This area of responsibility includes working with the Financial Assistant to develop an annual budget, and the development of finance related SOP's, including CoPOS inventory and cash register operations.						Treasurer, Chair Member: Sharon Sattler		
	Work with Financial Assistant to develop 2022 budget.	95%		1/2022			Jenny, Scott, Sharon	H	
	Assess the Co-op's share of the local market	0		1/2022			Scott	M	
	COMMITTEE: Capital Investment/Infrastructure: This area of responsibility supports the long-term health of our building and equipment.						Bill Coates, Chair Members: vacant Plus, Co-op's Maintenance person: vacant		
	Routine Maintenance: Work with General Manager to ensure a routine maintenance program is in place	0		2022			Jenny	H	
	Replace kitchen windows	0		2022			Jenny	H	
	Repair/replace floor. <i>This is ongoing. Several areas were replaced during 2020. Floating floor on top of existing is planned</i>	0		2019	Ongoing as needed			M	
	Clean up/clean out attic. <i>Attic is about ½ cleaned out. Need a team of people to relay the garbage out through the access hole.</i>	50%		2020	Ongoing		Bill	H	
	Store-front Windows (details have been moved below to the "wish list") Obtain a structural assessment from a structural engineer to assess building structure and requirements for front window replacement	0%		2019				M	
	Concrete wall resurfacing – Alley surface. <i>The alley portion is 47% complete. The remainder will be completed in 2022.</i>	47%		2020	2022			H	

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	Move/improve visual of conduit wiring for produce cooler and display freezer. Ask Jerry Graser to move	0		2020	2022		Sue will ask Jerry Graser to do this.	H	
	COMMITTEE: Sustainability. This area of responsibility works toward achieving the Environmental Stewardship and Sustainability goal, as described in the Co-op's Five-year Strategic Plan.						Sage, Chair	L	
	Develop a Sustainability Plan	0							
	Explore grant opportunities	Ongoing							
	COMMITTEE: Point of Sale (POS) Accounting and Inventory System: This area of responsibility supports our long-term financial health and inventory.						General Manager	H	
	Develop SOP's for consistent use of CoPOS - Active Inventory - Entering inventory consistent procedures - Training staff to complete input order	Ongoing		2018 2020 2021				H	
Annual and/or Reoccurring Events or Projects									
	MEDIA (Website, Newsletter): Maintain & update website & Facebook with Board Meeting events, minutes, policies, info, etc. Develop and edit newsletters.			Several times/year	Several times/year		Karrie, editor	H	
	COMMITTEE: Annual Board Elections: This is an annual task that ensures we recruit and elect board members. It must be planned and implemented annually.			12/2021	2/2022		Karrie, Chair	H	
	COMMITTEE: General Membership Meeting, & introduction of new Board Members (set for Feb 2022). See TASK LIST for Coordination requirements.			Annual	Feb 2022		Patrice: Chair Sharon, April	H	
	Designate a Chair to facilitate meeting tasks (see task list)	10%		12/21					
	COMMITTEE: Annual Manager Evaluations. Evaluations are based on the position job description.			Annual	Nov 1 - 15		Chair:	H	
	Evaluations are due annually between November 1 – 15. The period being evaluated is Nov 1 through Oct 31 of the previous year.								
WISH LIST – Projects that are important, but cannot be funded or managed at this time									
	Insulated front Window covers	5%		2018				L	
	Address old electrical wiring in attic	0%		2020				M	
	Store-front Windows Obtain a structural assessment from a structural engineer to assess building structure and requirements for front window replacement	0%		2019				M	

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	- Obtain a cost estimate for the project and begin saving for replacement - Replace front windows with energy efficient windows Energy saving window coverings								
	Concrete wall resurfacing – Brewery side of building - Obtain a structural assessment and cost estimate from a professional - Work with the brewery to coordinate scheduling	0%		2025				L	
	Walk-in cooler: - Insulate ceiling and sides - PUD Coordination for energy credits	0%		2018				L	
	Move the storefront eating area, microwave, hot food table, grab & go cooler, etc. to adjacent to the breakdown area	25%	Hot food table moved	2020				M	
	Replace/Repair Bakery Counter Tops: the Formica countertop that holds the sink is showing its age underneath; there's some water damage around the sink, especially at the back where the countertop has mostly rotted away, so we should probably be thinking about replacing that in the next year or so, before someone puts something really heavy in there and the sink just falls through the counter to the floor. In thinking about that it might be good to evaluate whether the present set up meets our needs or if it would be useful to make any kind of changes to that area.	0%		2021				M	
	Improve Appearance of the back door entry area: - Repair cracks, filling of cracks, and mudding & sanding of holes and damage to the interior backdoor (alley) entrance to the Co-op. - Once crack repair is complete, paint the interior backdoor (alley) entrance and walls to the Co-op. Patty Crane & Karrie Stevens volunteered to paint (2019).	0%		2021				L	
	Insulate the attic	0%		2022				M	

Status: Completed (C), on schedule (OS), behind schedule (BS), dropped (D)

Committee & Chair Authority to Implement Identified Projects – If indicated **“Yes”** in the last column, the Board has granted the Chair full authority to implement the Project. If indicated **“Limited”** then the Board has identified the need for further approvals that are documented in Board Meeting Minutes.