



Meeting Agenda

(To be Board Approved April 22nd)

Date/Time: Wednesday March 25, 2020 7:00 - 9:00 pm

Tele-Conference:

Facilitator: Hannah Weitzer

Note-taker: Matthew Talmage

Note-takers - please see [link](#) to secretary responsibilities.

Timekeeper: all/none of us

Directors present: Matthew, Ahmad, Lindsay, Calixte, Ray

Directors Absent:

Others in attendance:

Any person attending may participate equally in discussions, but only Co-op members/owners may vote on any issues.

The Co-op's 2020 meeting and store closure calendar can be viewed [here](#).

Welcome/Orientation 7:00-7:05 (5 min)

Welcome and introductions. Brief explanation of the purpose of the Board Meeting. Questions welcomed!

Consent Agenda 7:05-7:15 (10 min)

A collective vote on decisions that have already been made or that don't generally require/solicit discussion. Attendees can pull out any item they would like more discussion on, and this item will be moved to discussion at the end of the meeting. Information on all consent agenda item votes will be circulated in advance of the meeting.

Approve Minutes 7:15-7:20 (5 min)

Board votes whether to approve the public minutes from the board meeting. These minutes will then be ready to post online.

- [Link to minutes](#) from previous Board meeting
- Unanimous approval

General Manager Update 7:20-7:40 (20min)

Sales up; Although some members anxious, we're all working on this together; working with board and all committees to create healthy and safe work environment; started deep cleaning shifts; trying to maintain social distancing; thank you buyers for fresh produce and stock; thanks Renee (membership chair) for providing shifts that can allow members to not come in store; dealing with supply chain shortages--Krasdale/UNFI; Dept. Ag visited Wed the 25th saying also supply chain problems with other stores with Krasdale/UNFI; thanks Amanda and Sarah for working with buyers to keep shelves stocked; put

up plexiglass barrier at cashier #1; members being patient and supportive of each other; Security: wrap up with chronic shoplifter Anthony McDonald, got protection order, came in the other day but Willa got all products back.

Amanda: 5 different kinds of rice coming in Thursday 26th, more meats coming in, working with new vendors to get things in, email product request

DK: let social media 'rice is coming!'

Willa: more contact with social media

CLEAN CONCERNS: should only use sanitized bottles for kombucha tap; use multi media outreach to communicate message; no longer accepting eggs w/o dozen containers;

Jumped to Finance report

_____DK: possible to have daily sales numbers? Fixed = 12-13k/mo; positive number with faster inventory turnover, but that's needed for us to pay bills

Frank: enough capacity on finance committee, now 3 people more on quickbook entry; REALLY missing a financial analyst working on cash flow and financial projections, with macro view;

Amanda: April board meeting able to present financial figures

Bianca: what Mariah is working on

Committee Asks and Gives 7:40-7:50 (10mins) (Committee Chairs and Liaisons)

Committees ask for help or support / others give below:

Ray: IT committee: bringing back gift cards and need help to reestablish with work from home

Agenda 7:50-8:50 (60mins)

Free flowing and aspirational discussions:

1. Merch/Sales updates, general availability issues, etc.

Amanda: Daily sales figures posted to chat and below; highest sales month ever; consistency issues with buyers; hopefully easier when things die down; have moved to more regional farmers for produce, easier to talk to and get response than larger suppliers; able to monitor good (and bad) selling new products. Sending positive available products to social media. These higher sales are a good indication of the traffic we'll see as we grow.

2. How long keep open shopping going past 3/31?

DK: how about till further notice? Messaging of care for community;

Bianca: atmosphere good at Coop, to open widely could make difficult to manage numbers, can we handle capacity of people numbers and inventory? Maybe not advertising open shopping.

Ahmad: why open shopping? Should announce end date of open shopping

Amanda: why open shopping? Open for community and less things to touch (signing in computer); is scanning available? Meta picture = mostly member run, paid staff, less members working in store, violates PSFC loan agreement; we need end of open shopping; should have food for members; many more PSFC members shopping now that PSFC has limited hours

Renee: membership standpoint: members concerned about crowds created with open shopping;

Chris of IT is setting up scanning with turnstyle

Matthew: turnstyle in phases, end open shopping with NYC pause lifted

Willa: having to often remind cashiers that it's open shopping, not advertised but not turning away, PSFC shoppers increased alot at night; likes idea of end date to open shopping; high touch areas have reminder signs to clean or wear gloves

DK: PSFC going against their own mission so we shouldn't worry about the PSFC loan guidelines;
neighborhood appreciation for open shopping; turnstyle in phases
Bianca: have signs encouraging open shoppers to become members
Renee: end date?...March 31st? April 15 or end of Pause;
Consensus: have general membership vote
ACTION ITEM: write up ballot to send out

3. Waive MakeUp's during c-19? Would alleviate a lot of work for Membership and seems like good gesture. Don't need to advertise.
Renee: (as membership committee chair) not announce, but internal policy during crisis
Board: Ray all for it; Matthew = for it; no objections
Amanda: waive make ups, keep emphasis on member run store, so if other ways to work do so
4. Bushwick folks....since their store not opening, would like to get rid of BW special membership, they can just join like any other folks (less work for Membership)
Amanda: closed now for almost a year;
Renee: extra work for her team; don't rollover current Bushwick members, they should just become members
5. Refrigeration Installation: Willa
 - a. all quotes have been high; got a 1k quote from Nahum and board approval; March 23 his guys not working and can't install; been on pause this week while figuring out worker capacity
 - b. Lindsay: he knows the electrical situation at the coop
6. Security / Turnstile installation update: who can report
 - a. Timeline: Cale able starting first week of April along with drawings probably start 2nd week of April

Bike Rack 8:50-8:55 (5mins) (Notetaker)

Closing 8:55-9:00 (5 min)

Board reviews votes at the end of each Meeting

Ahmad: intention to resign but withholding until crisis blows over

Amanda: general meeting, if board needed approval on something we'd have to call another meeting

Matthew: already receiving good applicants for assistant manager position

Reports in writing:

- [Committee Reports](#)

- Included:

- **Membership and Finance Report**

- Monthly membership report ([link](#))

Summary of report:

Current number of working members (includes parental and medical leaves, does not include any new members in onboarding status)

375

Number of new members, reactivated and deactivated/cancelled last month:

30 new members (includes Zucchini) and reactivated members
67 one month trial members
18 members who cancelled, deactivate or went on GL
+14 membership gain or loss since last month

NOTE: this is through Feb 29, 2020. We were gaining membership and hanging around 385. Since the C-19 has hit, at least 10 ppl have gone on GL and I anticipate more to follow (RB).

- Summary of Finance report:

	(current month 2019)	(previous month 2019)	(current month 2018)
NET SALES			
Transactions			
Average transactions			