

Monthly Board Meeting –Thursday, August 15, 2019
5:00 pm, 2nd Floor Main Market Coop
Minutes

- I. Call to Order – President 5:17pm
- II. Agenda was reviewed individually
- III. Roll Call - Tamy, Martee, Laura, Dana, Tim; Absent - Amber. Also present Shannon & Megan.
- IV. Committee Updates
- a. Finance meeting was conducted with Dana and Megan. Accounts have been double checked. Bank transfer was discussed.
 - b. Executive committee met Shannon, Martee, and Tamy when bank transfer was initiated.
 - c. Board Perpetuation Committee needs a couple more members to work with Martee. Megan has written up guidelines to help with layout of calendar.
 - d. Board of Director job descriptions need to be submitted for review by all the board members.
- V. Approval Items
- a. June Minutes, **Motion to approve Martee, Dana 2nd, Tim abstained, All in favor**
 - b. Treasurer position moved to Dana, **Motion to approve Laura, Martee 2nd, Tim and Dana abstained, All in Favor**
 - c. FYI Report, Shannon:
NCG Melissa from Isla Vista (in Santa Barbara 40 years) Co-op visited: similarity with customer base/sales. She shared their creative sales, special order program. Shared “How to ‘Green your Office’ here is the list!” program. Uses student outreach and getting students on workstudy type programs, but it takes 50% of GM time. Their inventory catapult system works really well, one employee is expert making it happen. We are considering trying Gonzaga – Bulldog Bucks(signup \$700, 5.5% share of sales) need to make tracking work with our system. Will try using ‘Speed to Market’ coupons to offer RA’s at university.
Melinda from Moscow Co-op, offered to send resources – expand bulk, reset wellness, bring sausage in using LINC for transport. Doesn’t want merger but supports MMC.
June sales were great \$30K, however, July was negative.
New marketing company consistent at using smart goals to put overarching plan for MMC business. Willing to take a break during months when MMC is low on cash flow.
Banking transfer is finally completed.
HR - MMC’s L&I rates going up because of Robin situation, same who stole money.
Some deli fluctuation, cashier gave notice and is replaced, in all 4 new hires. 17:54

- d. **B-8** - In compliance, with slight out of compliance on **B-8.1**(administrator) plan is in place to correct. Talked to Joe regarding becoming administrator/board liaison, set up rotating employee attendance to BOD(stay first 30 minutes) meetings, and policy calendar set up. **Motion to approve Dana, Tim 2nd , All in favor** **6:07**

- e. **B-9 – Succession plan for GM** – Brooke, grocery manager, is willing to do it. She joined in when NCG was here, she is young so to improve leadership skills will slowly be brought in by Shannon. **Motion to Approve Tim, Martee 2nd , All in favor** **6:10**

NCG report – shows where we are performing financially, its straight forward. NCG new member participation agreement is now sent to the BOD, so they can see how MMC’s GM is doing about what NCG wants to be happening.

C-6 Board is to have a survey monkey to determine if BOD is in compliance. BOD Members will read and give thoughts. These are to be compiled in email summary that BOD will vote on. We will catch up next meeting on this.

Discussion to have a board sponsored mixer event for staff.

Board cupboard: best to eliminate paper. Board members can sign paper FYI reports then scan and finally shred. Use digital signatures of Board to make it work, or possibly save our signatures as jpeg and add to document.

Board meeting open to public on website. First 30 minutes present a clean FYI report give 10 minutes for comments, then continue upstairs for an Executive session for approval items with only BOD members.

Needing to consolidate our member emails onto a single platform(our loyalty bot) and to get full names for the emails. Possibly using volunteers to contact inactive members and encourage them to come back. Issue – inactive member’s equity becomes unclaimed property after 5yrs.

- f. Q2 Finance Report Megan
 Net income is solid and we are caught up to budget. Debt to equity is still out of compliance – slow process to correct. Jim and Co are repairing front doors and replacing the condenser. No increase in debt. Only 1 year left on lease – our plan is to end strong and survive the 2020 wage increase, so we can renew 5 year lease.
Motion to approve Dana, Tim 2nd , All in favor

VI. Executive Session held

VII. Meeting Adjourned **6:48pm**

VIII. Upcoming Meetings: Next Board meeting: September 26, 2019