

Monthly Board Meeting –Thursday, June 20, 2019
5:00 pm, 2nd Floor Main Market Coop

Minutes

- I. Call to Order – President **5:06pm**
- II. Review of the Agenda
- III. Roll Call - Tamy, Martee, Laura, Amber. Absent Dana, Tim. Also present Shannon & Megan.
- a. No additional staff members chose to attend the open portion of this BOD meeting.
- IV. All Board Officers are requested to please compile a Job Description about your officer job on the board. Bring the draft to next BOD meeting.
- V. Committee Updates
- a. Finance meeting was conducted with Dana and Megan. Dana had asked the bookkeeper to answer a written list of accounting details, the answers provided were incomplete. BOD discussed finding a way financial accounting could be easy to read and consistent with NCG expectations. Megan has a long list to clean up how accounts are laid out, and will continue working on it. A possible meeting Dana(BOD finance), Nancy(bookkeeper), and an NCG representative, if this is a no cost option. Finding an assistant for Nancy with Quickbooks, for now Megan a couple hours a week, but consider possibly getting an intern.
- b. Community Engagement committee has not met. Discussion on how MMC could best use member volunteers. The board members feel there may be substantial lost opportunity cost not moving ahead with member volunteering and contribution. Shannon stated that we need a reset with this committee from the previous month's goals. Amber will compose an email to previously signed up volunteers informing what they can do with the committee.
- c. Board Perpetuation Committee has not met. Martee will start a timeline for this committee starting in September.
- d. Stakeholder committee is on hold until Liz can manage to meet with committee chairs for a guidance session.
- VI. Approval Items
- a. June Minutes, **Motion to approve Amber, Martee 2nd All in favor**
- b. FYI Report, Shannon:

Conventions have resulted in excellent sales. Sushi is on track. Basket average is up. New hire Anita in Wellness is doing good. Grocery dept showing improvement -Total grocery growth +.05%. Co-op Rewards (loyalty bot) should be operational by end of June. Roast house coffee bar on hold due to construction cost. Classes on hold until September -considering member support "skill share" classes among members. NCG is sending Peer support GM at the end of July to share their coop's creative ways to increase sales.

- c. B7 - Shannon is in compliance. BOD Monitoring summary table to be maintained by secretary in future. **Motion to approve Martee, 2nd Amber All in favor.**
 - d. Budget Report, Megan: Budget vs Actual report - Sales tapered end of May. Meeting with Shannon working budget YTD, larger problem is margin performance. To address margin performance Megan is working in depts looking for where improvements can be made i.e. Member pricing (6 years ago) fixing to correct and updating costs. Anita is cleaning up similar issues in the Wellness Dept. Loyalty bot ought to improve sales, but realistic 4% sales growth needed! Plans already in the finance report are still valid and on track. We are course correcting well. **Motion to approve Amber, 2nd Martee All in favor.**
 - e. Brief discussion on changing banking to a more favorable bank for MMC's current needs. Megan continues researching best options.
- VII.** B8 -Questionnaire - Look into staffing a Board of Directors Assistant (maybe Joe) to work on a plan for few hours a month. Board of Directors Calendar requires updating using the Summary Monitoring Table. These PG documents need to be in compliance for NCG. Board needs to monitor itself every month. We can reach out to other NCG coops using Policy Governance to obtain a sample survey they use.
- VIII.** No Executive Session held
- IX.** Meeting Adjourned **6:48pm**
- X.** Upcoming Meetings: Next Board meeting: July 18, 2019