

SWARTHMORE CO-OP BOARD OF DIRECTORS

MINUTES OF MEETING

October 24, 2016

Call to Order

The October meeting was held in the Community Room of Borough Hall. It began at 6:36 PM.

Present were President Pam Bartholomew, Vice President Ines Rodriguez, Secretary Jill Gaieski, Treasurer Michael Markowicz, Board members Andy Rosen, Don Delson, Karen Shore, Lori Knauer, Interim Business Leader Dawn Betts.

Not present – Jacquelyn Diamond.

Approval of Board Minutes

Lori suggested minor edits to September 26, 2016 Co-op Board minutes. Don made the motion to approve. Michael seconded. The Board approved the minutes as amended, unanimously.

Proposed 2017 Health Plan Review

Maura Derstein (Lacher & Associates) benefits consultant called in to discuss recommendations for employee benefits for 2017. She discussed current plan v. new “two plan options” under Aetna (Base and Buy-up) each with the base plan similar to the current base plan that the vast majority of employees have chosen. She further recommended moving to a defined contribution, staying with a blended rate, continue HSA seeding and 80/20 for dental.

Don moved to approve Maura’s recommendations. Karen seconded. The Board voted unanimously to approve the new plan recommendations for employee benefits.

Member Comments

Member Colin Purrington appeared before the Board to address getting rid of unhealthy snacks at register. The Board listened to Mr. Purrington healthy discuss options for more healthy alternatives. Karen spoke about her professional experience implementing “Healthy Checkout” initiatives. The Board offered that such a change could potentially be part of the store’s “reset”, but that ultimately such decisions lie with store management.

General Manager Monthly Update

Dawn stated that she was finalizing the report so it has not been given to the Board as of 10.24.16. Still missing is information from produce department. Dawn explained that the delay is due to an insurance claim stemming from equipment issue that resulted in lost produce.

Sales:

- Overall, down this month slightly over last year. However, some weeks were actually up.
- Contribution margins “slightly up”
- Customer counts were up
- Seafood up for month

Labor:

- Still need to hire

Strategic:

- Wed, Thurs, Fri “malaise” theory is holding
 - Emphasis on tastings for these days
 - Staff to focus on sales over costs strategy

Finance Update

Michael gave finance update:

- September financials
 - Gross sales down
- Member/Non-member Sales Analysis
 - Member count down
 - Non-member count up
- 2017 Board Budget
 - Michael submitted draft of 2017 budget for Board approval
 - Board to review and discuss approval at next meeting

Board Decisions

- GM Monitoring Reports
 - B1: Alternative – Not in compliance (Don/Jill). Don recommends eliminating and rewriting B1 with goals restated and with sales strategy.
 - B2: Business Planning & Financial Budgeting – Don made a motion that the Board is in compliance with B2. Jill seconded. The Board voted and approved the motion unanimously.
- Board Monitoring Reports

- D1: Unity of Control – Don made a motion that the Board is in compliance with D1. Karen seconded. The Board voted and approved the motion unanimously.
- Beer/Wine sales legal work – Bob Scott came to discuss the state of liquor law and issues around selling beer and wine out of the Co-op.
 - Discussed history of licensing in Swarthmore
 - Discussed the question options for 2017 ballot, and whether Co-op would want to take any position
 - All agreed to discuss at future meeting

Information Sharing and Discussion

- Nominating Committee – Board discussed opening due to Fran’s departure. Board agreed (Don/Jill) to defer action to fill vacancy until December, when Nominating Committee will begin taking action to fill upcoming Board vacancies.
- Policy Governance – Ines moving policy by policy rather than tackling whole year at once.
- Leadership Committee – Don reported on status of GM hire based on conversations with search firm.
- Capital Campaign – Pre-campaign is still in development. Pam has upcoming meeting with Centennial foundation.
- Sustainability Committee – Nothing to report
- Farmers Market – Nothing to report
- Board Education-CBLD workshops – Pam talked to Board about CBLD workshop
- Education Committee – Per Ines, Spooky Treats went very well. November 3 will be Pie Crust Making Class.
- Marketing Committee – Delaware County Council will be making a resolution to honor the Co-op as part of National Co-op Month. Planned for this Wednesday (October 26) at noon.
- Volunteer Committee – Jill presented proposal to utilize volunteers. Karen made motion to strike Board “volunteer” coupon as part of volunteer program. Seconded by Don. Vote was 5 to 3 in favor of striking coupon. Coupon language struck from proposal. Proposal as amended passed unanimously (Pam/Andy).

Review of Action Items

- 1-Dawn to turn in GM report
- 2-Finance Committee to prepare and submit to Board 2017 budget
- 3-Board to review and prepare to discuss and approve 2017 budget
- 4-Finance Committee to propose options for 4th quarter budgeting process
- 5-Jill to recommend alternatives to Backpack

Adjourn

The meeting adjourned at 9:35 PM. An Executive Session followed.

Next Meeting

The next meeting will be held on Monday November 28, 2016 at 7pm in the Community Room of Borough Hall.

Respectfully submitted,

Jill Bennett Gaieski,
Secretary

Documents for the Meeting

Board Meeting Action Items (September meeting)
Co-op Board Minutes 9.26.16
October 2016 Agenda
Co-op September 2016 Balance Sheet
Co-op September 2016 Income Statement
Co-op 2016x 2015 Sales
Initial proposal for Swarthmore Co-op Volunteer Program
DSCR 3QTR 2016
Co-op 2017 Budget (draft)
2017 Board Budget