

SWARTHMORE CO-OP BOARD OF DIRECTORS

MINUTES OF MEETING

December 19, 2016

Call to Order

The December meeting was held in the Community Room of Borough Hall. It began at 7:03 PM.

Present were President Pam Bartholomew (via teleconference), Vice President Ines Rodriguez, Secretary Jill Gaieski, Treasurer Michael Markowicz, Board members Andy Rosen, Don Delson and Karen Shore, and Interim Business Leader Dawn Betts

Not present: Lori Knauer, Jacqlyn Diamond.

Approval of Board Minutes

Don made the motion to approve the November 28 Board minutes. Michael seconded. The Board approved the minutes unanimously.

Member Comments

A member stated to a Board member that they are unhappy that the baked goods display is always empty – The Board agrees that this is an issue for the GM to address and we will make sure he knows about the comment.

Ines suggested we come up with a strategy to communicate more regularly with the Members. Pam suggested a quarterly letter from the President posted on the website. Going back to posting minutes on the website will help facilitate communication. Jill to send minutes going back to fall to Jason to post.

General Manager Monthly Update

NUMBERS:

- Dawn informed the Board that the report does not contain the most up to date numbers because Karen (bookkeeper) broke her leg and has been home recovering. Same with staying on top of invoices. Dawn and Steve have been pitching in.
- Outstanding House Accounts are down to \$1500 (due to approximately 6 accounts still being in arrears), resulting in net positive cash on hand.
- November inventory numbers still being gathered. Dawn to provide within 48 hours.

- Customer count is up, but overall sales down 2% for this group year over year. This appears to be due to sales being down in the Meat Department.
- Customer count up every week in November.
- Seafood numbers are up.

NOTE: seafood case needs replacing

- Sales down 4.2% for this period, however, due to drop in meat sales.
- Thanksgiving numbers – Customer count up 3.3% over last year; 130 turkeys sold online.

SYSTEMS:

- FMS numbers are not yet ready due to Karen being out. These numbers are forthcoming. However, Dawn can report that liquidity is solid.
- All items now have a PLU number with will help with data tracking.
- The POS system security is being upgraded.
- POS to FMS feed file is now available. Steve will receive training on how to use this system.
- Register CPUs need to be replaced because they are no longer supported by the manufacturer. The cost is approximately \$8,000. This will occur off hours so as not to disrupt business.
- Credit card chips to be accepted soon and will occur at same time as CPU upgrade. Dawn to schedule.
- Dawn noted that the infrastructure files are on available on Google Drive.

HR:

- Steve to back-up Jen while Karen is recovering
- Managers now are: Megan, Nick, Kira.
 - Megan to do events: Monthly promos (macro and micro).
- Ross is the guest chef.
- Thirty total employees – this is 10 fewer than last year.
- Dawn to propose manager bonus structure. Finance Committee to review.

Finance Update

Michael gave finance update:

- November number details are not yet available. Michael to post when available.

- October sales numbers were revisited by Jen. The reason numbers were as high as they were is because student sales were inadvertently added to member sales. Jen to correct this.
- Student numbers are up for last two months.
- Student Discount
 - The Board discussed whether it would be a good idea to go forward with dropping the 5% student discount beginning in January, and instead whether to propose to the College lowering their fees. The Board believes the incoming GM should be involved in this decision.
 - Don made a motion to suspend the decision to cancel the student discount beginning January 1. Karen seconded. The motion passed unanimously.
 - Dawn to advise Anthony at the College of this decision and the need to renegotiate fees.

Board Decisions

- BackPack v. DropBox
 - Tabled until next month. Jill and Michael to meet to discuss. Will report back at the next Board meeting.
- Board Monitoring Reports
 - Ines requested that the Board members who have not responded to D2 survey please do so.
 - Ines will send out new surveys for D3, D4 and Global C and D. Board to respond by next Board meeting.
 - Ines to edit surveys to allow comments once compliance is chosen.
- Board Monitoring Calendar
 - Jill to correct date of Member Meeting
 - Jill to add Board Education CCMA – June
 - Ines suggested adding Board Retreat to calendar. This was tabled for the next Board meeting so Pam can speak to CDS about scheduling/facilitating this.
- Budgeting Process
 - Dawn suggested changing budgeting calendar be changed to fiscal year. Board prefers to leave it as it is, for now (calendar year).

Information Sharing and Discussion

- POS–FMS System Linkage

- Dawn reported that the system will be beta tested next week. If all goes well, the new system will then go online.
- Liquor Sales Update
 - Karen met with Pat and Vince of Town Center to discuss the ballot initiative. They want to know if the Co-op is interested.
 - Town Center has decided in favor of putting the full question on the ballot.
 - Would the Co-op be willing to allow signature gatherers into the store with a table in bad weather.
 - It is unclear whether the Co-op's bylaws permit this. We will revisit this issue at next meeting.
- Exterior wall mural
 - Andy shared that Town Center is considering having a mural painted on the Lincoln Way wall.
 - The Board thinks this is something to be considered at the time of the store remodel. Andy to share this with Town Center.
- Sunday Suppers
 - Dawn will email the Board with this update.
- Education Committee - Nothing to report.
- Sustainability Committee - Nothing to report
- Nominating Committee
 - Michael will place an ad on the website and Swarthmorean about the four slots coming available. We will replace Fran if we find the right person.
- Marketing Committee
 - Michael reported that he worked on the events/promo calendar for 2017 (weekends)
 - Events planned so far are: Comfort Food – Mid-January; Chocolate Valentine's event – Weekend before Valentine's Day; Beer and Cheese – March.
- Volunteer Committee – Nothing to report.
- Policy Governance – As above.

Review of Action Items

Dawn: FMS Monthly #s for November; Employee bonus proposal to Finance Committee; Talk to Anthony from Swarthmore College re: lowered student discount; Update Sunday Suppers numbers for November.

Michael/Jill: Set date and meet to discuss Drop Box vs Backpack and best way to backup board documents.

Ines: Edit Survey Monkey surveys; Email the Board when they are ready.

Nominating Committee: Ad to be put in the Swarthmorean seeking Board members.

Andy: Speak to STC re: mural art.

Jill: Edit 2017 Monitoring Calendar to add CCMA (June), edit AGM to 4/20/17.

Pam: Speak to CDS to coordinate a CBLD for area Co-ops; Speak to CDS to find out if consulting contract includes retreat and Coop 101.

Board: Complete surveys once they are sent out; Review 2017 Monitoring Calendar to vote to approve at Jan meeting.

Adjourn

The meeting adjourned at 9:06PM. An Executive Session followed.

Next Meeting

The next meeting will be held on Monday January 23, 2017 at 7pm in the Community Room of Borough Hall.

Respectfully submitted,

Jill Bennett Gaieski,
Secretary

Documents for the Meeting

Co-op Board Agenda December 2016

Co-op Board Minutes 11.28.16

StudentPurchases.xlsx

Co-op2016x2015Sales.xlsx

Action Items 11.23.16