

SWARTHMORE CO-OP BOARD OF DIRECTORS

MINUTES OF MEETING

May 22, 2017

Call to Order

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

Present were President Pam Bartholomew, Vice President Ines Rodriguez, Secretary Jill Gaieski, Treasurer Michael Markowicz, Board members Lori Knauer, Jacqlyn Diamond, Stephanie Edwards, Donna Francher, Barbara Amstutz, Sean Fitzgerald.

Approval of Minutes

Jacqlyn made the motion to approve the March 2017 Board meeting minutes. Barbara seconded. The Board voted. The Board approved the minutes unanimously.

Minutes from the Annual Meeting of the Member/Owners was deferred pending further review and comments.

Member Comments

No member comments.

General Manager Monthly Update

GM Mike Litka highlighted the following from his report:

Events/Donations/Outreach/Marketing:

- MAFCA is scheduled for July 22 at the Co-op
- There will be a pull-back of funds allocated to marketing
 - Direct mail will end
 - More reliance on social media
 - In-store marketing team members are Kitty, Isabel and Jason. Mike noted that the team works very well together and responses to the team have been all positive.

Facilities:

- PECO conversion did not go as smoothly as promised.
 - Will likely wrap up on Thursday

- CPU servers reaching capacity, slowing down
 - Mike negotiating with STCR for upgrade
- In-store music system to be updated to better plan at half the price

Staffing:

- Mike shared employee returns and departures.

Operations:

- Mike discovered there were three credit card processing services.
 - Reducing to one – will save money
- Mike seeking to form a store design committee with Board members and member/owners

Financials:

- Mike adjusted the target margin
- Store made a profit over last year

Ownership:

- Research revealed the store has 1465 vested members, 579 on payment plan (27 on fixed plan, 552 on \$5 per month – 126 are current)
- Mike explained how payment plan works
- The Board and Mike discussed different strategies for dealing with members who are delinquent in their membership payments
 - Mike and staff will review suspension policy
- Jill suggested Board consider having members pay some amount of yearly dues
 - To be considered after Capital Campaign

Finance Update

Treasurer Michael Markowicz gave the financial update

- Sales are up over last year and year prior.
 - Member sales down, non-member sales up.
 - Suspect reason may still be due to cashiers are not asking members for their member numbers at checkout.
 - Mike will continue to address this with cashiers.
 - Average basket number for members – flat, non-members down probably due to students making smaller purchases.

- Deferred maintenance was significant for the month of April (~\$8,000) and store still made a profit.

Board Decisions

- GM Monitoring Reports:
 - A: Global Ends
 - Inez made a motion that the Board is in compliance with A: Global Ends. Michael seconded. The Board voted. The motion passed unanimously.
- Board Monitoring Reports
 - C3: Agenda Planning and C4: Meetings
 - Deferred to next meeting for review and input.
- Monitoring Calendar
 - Donna made a motion to approve the Monitoring Calendar. Barbara seconded. The Board voted. The motion passed unanimously.

Information Sharing and Discussion

- Liquor Referendum Vote Results/next steps
 - The referendum passed – the sale of alcohol in the Borough is no longer prohibited.
 - Regarding obtaining a liquor license
 - A Delaware County attorney who is practices in this area will come to the store to assess the physical plant.
 - There is an upcoming auction for two licenses in Delaware County
 - A discussion was had regarding the different ways of raising the funds to obtain a liquor license for the Co-op.
 - The Board will consider whether to present a plan for sale of beer and wine to member/owners.
- Capital Campaign:
 - Stephanie reported that the committee met with an experienced fundraiser
 - A calendar and marketing materials were created
 - Plan is to go into launch having already raised 20% of the goal
 - October 7 (80th Anniversary celebration) marks the official launce of the Capital Campaign
 - Slogan is: Own it, Grow it, Together.
- 80th Anniversary celebration
 - Stephanie reported on the tentative events schedule
 - Friday night will be a screening of Steve Alves' film

- Saturday will be some kind of cook-off (pies, chili, soup, pasta sauce, kids' activities)
 - Saturday night will be cocktail hour, dinner and silent auction
 - To be hosted by Swarthmore Co-op on July 22, 2017.
- Marketing Committee
 - Nothing to report
- Education Committee
 - Nothing to report
- Governance Committee
 - Nothing to report
- Committee Assignments
 - Adjustments were made – new list will be circulated
- Board Retreat Topics
 - Nothing to report
- CBL 101 Comments
 - Those who attended shared how valuable the experience was.

Review of Action Items

Readdress annual meeting minutes – Michael and Pam

Write up comments on C3 and C4 and write up report at to compliance – Ines
Find Deed – Mike L.

Consult with College Attorney Re: liquor license – Jill and Lori

Auction Items to Stephanie – All

Adjourn

The meeting adjourned at 9:11PM. An Executive Session followed.

Next Meeting

The next meeting will be held on June 26 in the Community Room, Borough Hall at 7pm.

Respectfully submitted,

Jill Bennett Gaieski,
Secretary

Documents for the Meeting

Co-op Board Agenda May 2017 Revised

GM report May 2017

A-Ends Board Report May 2015

Proposed Board Committees 2017
Co-op Annual Monitoring Calendar 2017-18
Co-op April 2017 Income Statement
Co-op April 2017 Balance Sheet
Co-op April 2017 13M Rolling Income
Co-op 2017x2016 Sales
Draft Minutes - Annual Meeting of Owners 4.20.17v.2
Draft Co-op Board Minutes 3.27.17
Action Items 3.27.17 Bd Meeting