

SWARTHMORE CO-OP BOARD OF DIRECTORS

MINUTES OF MEETING

August 22, 2016

**Call to Order**

The August meeting was held in the Community Room of Borough Hall. It began at 7:02 PM.

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

Not present – Fran Boston

**Approval of Board Minutes**

Ines Rodriguez made a motion to approve July 25, 2016 Board minutes. Andy Rosen seconded. The Board voted unanimous approval.

**Member Comments**

None

**General Manager Monthly Update**

Dawn Betts gave the general manager monthly update.

Sales:

- Sales declined across all departments
- Gross margin is down

Labor:

- Store labor hours are down
  - Benefits are up
  - Dawn is developing solutions to increase in benefit costs.
  - Ines asked about benchmarks for labor costs. Board to ask Karen and others to look into this.

Physical Plant:

- Dawn noted the need for new cooling equipment

Hiring

- Adam Stein has been hired as Fresh Foods Director. Will start after Labor Day.

Dawn discussed her “Top Line” Initiative, which included emphasizing with staff the following key categories:

- Numbers
- Events
- Processes

### **Finance Update**

Michael Markowicz reported on monthly finances.

- July member sales down
- Members visiting less often
- Member and non-member baskets up
- One Card status – Anthony from College to set up card readers.
  - Question re: not taxing student purchases for grocery and our tax liability discussed. Solution to be determined.
  - 5% student discount eliminated in light of 2.5% commission we pay for use of card.
    - Cashiers will be instructed not to give it.
    - Register button to be disabled.
- House Account status
  - Progress in collecting unpaid House Accounts – nearly 50% outstanding was collected.
  - October 1 reset on House Accounts
  - Letter to go out end of August to members describing new plan for House Account – draw against deposit.

### **Board Decisions**

GM Monitoring Reports

Board engaged in discussion on restructuring Policy Governance so it will serve the Board and Coop better. Ines Rodriguez to head this effort and report on this to the Board next month.

- B3: Asset Protection (tabled until next month)
- B10: Conflict of Interest (tabled until next month)

Board Monitoring Reports

- C5: Directors’ Code of Conduct (table until next month)
- C7: Committee Principles (table until next month)

### **Information Sharing and Discussion**

- Volunteer Committee: Committee to meet to discuss how to best implement this program.
- Leadership Committee: Don Delson arranged for California search firm to visit and present plan to Board August 30-31. Dinner, breakfast and Coop visit planned.
- Capital Campaign
  - Nearly all Board has committed to pre-campaign.
  - Each Board Member to come up with three names to call for pre-campaign contribution commitment
- Sustainability
  - Penn Environmental – asked Coop to sign petition opposing GMOs
    - Ines to provide Board with letter next month
- Farmers Market
  - Jacquelyn signing up new members at Market
  - Wants to highlight vendors
- Board Education – CBLD workshops
  - Upcoming workshop – Nov. 5
- Beer and Wine Sales
  - Karen explained the process for getting Coop into position for selling beer and wine
  - Committee to contact liquor attorney to determine cost to undertake this task
- DC to PA
  - Former Board member still to report to current board on status
- Marketing Committee
  - Nothing to report
- Creekside letter
  - No action
- Work space outside of Co-op
  - Still looking

### **Review of Action Items**

- 1) Karen: Info on sales per labor hour – what are bench marks?
- 2) HR Committee – forecasting benefits cost increases
- 3) Michael – equity recovery rebate – what is this?
- 4) Finance Committee – to develop equity fund
- 5) Ines – review Policy Governance and make suggestions
- 6) All – make pledge
- 7) All – identify three contacts
- 8) Jill and Lori – reach out to Weaver’s Way re: non-profit status/advantages
- 9) Pam – rework letter to members
- 10) Beer and Wine Committee – identify lawyer and come up with plan
- 11) Finance Committee - One Card- get college to provide letter on tax liability
- 12) Jill to confer with Chris Stief about updating Dawn’s contract
- 13) Ines and Pam: update House Account Letter & implementation

14) Education Committee: coordinate with staff Events (Meghan)

**Adjournment**

The meeting adjourned at 9:26 PM. An Executive Session followed.

**Next Meeting**

The next meeting will be held on Monday September 26, 2016 at 7pm in the Community Room of Borough Hall.

Respectfully submitted,

Jill Bennett Gaieski,  
Secretary

**Documents for the Meeting**

Co-op Board Agenda August 2016

Co-op Board Minutes 7.25.16

Updated Board Committees 8.22.16

Grocery Departmental Report August 2016

2016-17 Board of Directors Contact Info spreadsheet

Co-op 2016x2015 Sales spreadsheet

Co-op 2Q-16 Actual v. Budget

Co-op July 2016 Income Statement

Co-op July 2016 Balance Sheet

August Board Conflict of Interest Disclosures

Co-op Board Agenda August 2016