

SWARTHMORE CO-OP BOARD OF DIRECTORS

MINUTES OF MEETING

August 28, 2017

Call to Order

The August meeting was held in the Community Room of Borough Hall. The meeting was called to order at 7:00.

Present were President Pam Bartholomew, Vice President Ines Rodriguez, Treasurer Michael Markowicz, GM Mike Litka, Board members Barbara Amstutz, Jacquelyn Diamond, Stephanie Edwards, Donna Francher, Sean Fitzgerald. Absent were Secretary Jill Gaiieski and Director Lori Knauer.

Approval of Minutes

Michael moved to approve the July minutes, Barbara seconded. The minutes were approved unanimously.

Ines moved to have the C7 monitoring report and revision policy moved to the September meeting. Michael seconded. The Board approved unanimously.

Member Comments

No members attended, therefore there were no member comments.

General Manager Monthly Update Report

Mike Litka opened with the good news that the Co-op won the "Best Produce" award given by the Talk of the Town. Congratulations to the Co-op team for achieving this award.

The OneCard was renegotiated successfully with better rates. In addition, as a result of the negotiations, the Co-op acquired about 500 student emails from students so that the Co-op could communicate with the students directly.

Mike also informed the Board that overall transactions are down about 900 per month. The Co-op is not getting enough foot traffic. Efforts will be made to re-engage members.

Truck-a-Thon. The Truck-a-Thon is scheduled for September 15. There is a significant amount of trash that is not being recycled. Mike will talk with Waste Management to see if there is a better way to recycle the trash. Ines suggested he engage A FEW STEPS, which is a community group aimed at recycling. Ines will forward information on this group to Mike as well as contact information for Beth Murray, who leads the group.

These kind of events do not actually help the business at the Co-op. It would be helpful to have a table during the Truck-a-thon for the membership drive.

Additional updates on activities in August are contained in his GM update which is on Backpack.

Finance Update

The Finance update can be found in the Backpack report.

Michael discussed the following topics

- Sales: Member/non-member: Members sales continue to decrease. The students were back a week later than last year but sales for all of July were down.
- Board Budget: Budget amounts will be established next month for:
 - the annual meeting--most of it is mailing costs
 - Education: Contract with CDS to discuss store issues, CBL for tuition for events

Board Decisions

- GM Monitoring Reports:
- B3: Asset Protection.
 - Mike was asked if the Co-op had fire safe cabinets. Mike will check.
 - Mike was asked to address the recent theft and what was changed to become compliant with B3.
 - The Board will vote on compliance at the September meeting
- B10: Conflict of Interest
 - Mike worked off of an old policy. That policy has been revised. Mike replace the old policy with the new one. Ines motioned to approve B10. Michael seconded. The motion was approved unanimously.
- C5: Directors Code of Conduct.
 - The Board felt that we are compliant. Michael moved we approve. Stephanie seconded. The motion was approved unanimously.
- C6 Officers Roles: Donna moved that we review and report at the meeting next month. Barbara seconded. Board approved unanimously.
- Monitoring report revisions: Will be discussed at September meeting.

Information Sharing

Volunteer Committee: there was a recommendation from the Committee to work with Fare and Square. Further information should be brought to the Board to decide if we want to participate. It is recommended by the Board that the Committee Chair create a charter. There are examples of charters in the Board Policy, for example HR. All Committee projects should be presented to the board before presentations to outside organizations. The Education Committee also needs a charter.

Membership Committee: Committee report is on Backpack. The Member Appreciation Day will be brought back for October at the 80th Anniversary. Additional Appreciation Days will happen in 2018 Member re-engagement will start with targeting former board members to help engage with the membership and a focus on top buyers will be next. Mike will let us know when this will happen.

Survey results: Ridley Park and Springfield are our biggest opportunity for growth. The money spent from these two areas is increasing. The survey also revealed that 65% of Swarthmoreans are Co-op members.

80th Anniversary Committee: The committee report is on Backpack. There will be cake. Promotion will be on social media and at the Swarthmore Farmers Market. The Committee needs to figure out what to do with the silent auction items donated. Maybe they could be used as a drawing to incentivize new members or to use as store promotions. Volunteers are needed for lighting and high top tables for the event.

Education and Sustainability: Swarthmore students arrive shortly. How do we provide cooking lessons for the new student dorms that have kitchenettes? Stephanie, Barbara, Ines and Donna will get a proposal to Mike for follow up within 2 weeks.

Board Retreat: Reminder that the retreat is scheduled for Sunday, Sept 24 from 9-4. It will take place at the Community Arts Center Ballroom. Jade may be available for dinner on the previous evening if anyone is interested in joining her.

Co-op Café: There is a Co-op Café scheduled for October 14 in Arlington.

Review of Action Items

Membership Committee needs to set up a table for membership at the Truck-a-thon

Mike will address the theft and what was changed to become compliant with B3. Also will check if there are any fire safe cabinets.

The Volunteer and Education Committees will create a charter for their respective committees within the next couple of months. Examples are in Board Policy.

Adjourn

Meeting was adjourned at 8:30. An executive session followed.

Next Meeting

Next Meeting is September 25 in the Community Room at Borough Hall at 7pm.

Respectfully submitted,

Donna Francher

Documents for Meeting

Volunteer Committee update – 8.28.17

Membership Committee update Aug 24 2017 final

Co-op Board Agenda August'17

GM report August 2017

B3 Asset Protection Monitoring Report August 2017

2017 Swarthmore Co-op Director Conflict of Interest Statements

B10 Conflict of Interest Monitoring Report August 2017

Capital Campaign Scenarios Financials

Aug Board Report – 80th Anniversary

Co-op July 2017 Income Statement

Co-op July 2017 Balance Sheet

Co-op July 2017 Cash Flow

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Co-op2017x2016Sales

Policy C6 Internal Board Monitoring Report 2017

Policy C5 Internal Board Monitoring Report 2017

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