

## SWARTHMORE CO-OP BOARD OF DIRECTORS

### MINUTES OF MEETING

September 28, 2015

The September meeting was held in the Community Room of Borough Hall. It began at 7:00 PM.

Present were President Martyn Harding, Vice President Carol Savery, Secretary Pam Bartholomew, Treasurer Michael Markowicz, Board members Andy Rosen, Bob Scott, Ines Rodriguez, GM Cheston Lawrence, Operations Manager Sarah Yoo, and HR consultant Dawn Betts. Board members Don Delson, Jill Gieski and Karen Shore did not attend.

#### Approval of Minutes

Carol Savery made a motion to approve the minutes of the August 24, 2015 Board of Directors meeting. Bob Scott seconded the motion and the Board voted unanimous approval.

#### Health Care Plan Review

Hilary French, HR committee benefits consultant, presented options for 2015-2016 employee benefits plan. The current plan with Aetna will be non-ACA compliant in one year and will also be 16% more expensive. So Hilary presented 2 ACA compliant options for board discussion. They are "high deductible" plans with a Health Savings Account (HSA). Based on board discussion, Hilary will refine the cost differences of the two proposed plans so that one can be selected in advance of the October board meeting in order to have it in place by the beginning of the new plan year, 12/1/15. Because of concern that employees will see the new plan with its high deductibles as negative, Sara expressed a need for extensive employee education on the new plan.

#### GM Update

Cheston described plans that are underway to prepare for the upcoming holidays, from ordering supplies to putting the turkey pre-order process in place.

The Art Festival on Saturday tripled patio grilling sales.

#### Finance Update

- Treasurer Michael Markowicz reported that store sales were up slightly (.2%) in August compared to August 2014. Non-member sales were finally up, perhaps because of the rotary being open.
- One way to improve labor costs could be to have members work for a discount. Co-ops used to require that members work, but most no longer do.

Weavers Way offers a 5% discount to members who work 2 hours/month. Michael cited the long term labor cost benefits of such a program. Sara will talk to other co-ops to see how they manage their member workers. Possible jobs that would be appropriate for members to do will be identified.

- The ATM is in place. WSFS will provide weekly reports on its use.

### Board Decisions

#### GM Monitoring Reports

- B1: Financial Conditions and Activities  
Bob Scott made a motion & Michael Markowicz seconded to approve B1 noting non-compliance with B1:1. The Board voted unanimous approval.
- B7: Co-op Premises  
Carol Savery made a motion that Bob Scott seconded. The Board voted unanimous approval.

#### Board Monitoring Reports

- C8: Governance Investment  
C8:a- while directors are going to CBLD programs, that doesn't qualify as "liberal" training or retraining.  
C8:b-Outside board monitoring will be provided by the HR consultant.  
C8:c-Outreach to owners and shoppers is currently being planned through customer surveys and the use of a PR firm.  
Bob Scott made a motion to approve C8 noting that Board training and self-education still need improvement. Carol Savery seconded the motion and the Board voted unanimous approval.

#### Information Sharing and Discussion

- Education Committee-will meet tomorrow.
- Block Party plans are underway for 10/17.
- Farmers' Market: Andy Rosen reported continued success. Directors were recruited to man the Co-op booth.
- Pam reported that the Marketing Committee is actively working on a customer survey that can be integrated with any recommendations from a PR firm. She will send Dawn information needed from the managers. Three PR firm interviews are scheduled for this week.
- Cheston reported on memberships in 2013 when they were offered at \$5/month. 620 are actively being paid off with more than half up to date. Of the 300 "deadbeats," he wasn't sure if they were still shopping, so it was decided not to cut them off yet.
- Steve is being trained on the POS system by Jenn.

### Review of Action Items

1. HR committee to recommend & implement the 2015-16 Employee Benefits plan.
2. Identify possible jobs for member/workers- Cheston
3. Talk to Weavers Way about their member /worker program- Sara
4. Put the latest Policy Register on Back Pack-Pam
5. Send survey attributes to Dawn for manager feedback-Pam

### Adjournment

The meeting adjourned at 9:20pm. An Executive Session followed.

### Next Meeting

The next meeting will be held on Monday October 26, 2015 at 7pm in the Community Room of Borough Hall.

Respectfully submitted,

Pam Bartholomew  
Secretary

Documents for the Meeting

2015 Board Budget

2015 Board Committees

Co-op 2015v2014 Sales Analysis with August

Co-op 2015v2014 Sales Analysis 2012 to Present

Co-op Aug 2015 Balance Sheet

Co-op Aug 2015 Inc Stmt (new)

B1: Financial Conditions & Activities

B7: Co-op Premises

C8: Governance Investment

Co-op Board Agenda 9-28-15

August GM Report

Co-op Board Minutes 8-24-2015

DSCR 2Qtr 2015