

## SWARTHMORE CO-OP BOARD OF DIRECTORS

### MINUTES OF MEETING

May 23, 2016

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 Andy Rosen, Lori Knauer, Fran Reichel, Jacqlyn Diamond, Don Delson, Karen Shore, and Interim Business leader Dawn Betts.

Ines gave a presentation on Food Waste in the US. This was part of Board Education.

Don moved to approve the March minutes. Michael seconded the motion. Fran abstained. The minutes were approved.

#### GM Report

- Dawn has nothing to add to the report. There was a brief discussion about Ed's departure and how employees are dealing with this issue.

#### Finance Update

- Treasurer Michael Markowicz reported that March sales were down. Grocery inventory count was inaccurate, which accounts for some of the loss. Michael will talk with the accountant about adjusting the store's tax filings, accordingly.
- April sales were down as well. There was a discussion about catering and prepared foods and how these might be improved to help sales.
- Trends
  - More customers are coming in. Member sales are down, but non-member sales are up. Average basket in both groups has declined slightly.
  - 10% discount coupon generated \$28k in sales
  - Dawn noted that the early bird discount still needs to come out of POS.

#### Miscellaneous (topics that came up during discussion of finance)

- Karen raises issue of product selection, and we discuss empty spaces in store.
- Group discussion about POS reporting system and training employees on new modules
- Discussion about volunteer program is deferred until next month.
  - Michael suggested utilizing ex-board members as advisors for the volunteer program

- We can use volunteers for event planning, signage, data entry, stocking, inventory.
- RFP- on hold until we know cost of new computer systems.

### Board Monitoring Reports

- B1 –Finance Report - Andy made a motion that Ines seconded to approve the monitoring report noting non-compliance.
- Global Ends - Don made a motion to approve. Andy seconded the motion and the Board voted to approve unanimously.
- C3 – Agenda Planning - Don made a motion to approve. Michael seconded the motion and the Board voted to approve unanimously.
- C4 – Meetings - Don made a motion to approve. Michael seconded the motion and the Board voted to approve unanimously.

### Information Sharing and Discussion

- Education Committee: Ines gave a report on the state of the committee.
- Marketing Committee: The Board looked at Articus’ logo prototypes. The Board discussed whether any of the options were the right fit for the new strategic direction, and the value of making a logo change at this time. The Board agreed to send the logos back to Articus with suggestions for improvements. Michael shared the proposed marketing calendar with the board.
- Michael discussed the CCMA conference in June, and we discussed who from the Board and which employees should attend.
- Pam passed around new committee assignments and asked for edits.
- Michael mentioned that the change of domestication is moving forward. He also said he looked into the non-profit status. Jill stated that since our mission is not charitable, we would not qualify.
- Dawn discussed that there is a “All Hands Meeting” June 5 at 715 for Board and employees. We discussed the agenda.

### Review of Action Items

- 1 – Pam will revise the monthly monitoring calendar
- 2 – Pam will include Board Monitoring Reports in the Board Meeting Materials.
- 3 – The Marketing Committee will meet with Eric of Articus about revising the proposed logos.
- 4 – June 5 meeting with staff
- 5 – Attendance at CCMA in MA
- 6 – Pam will send around the new committee list for edits.

### Adjournment

The meeting adjourned at 9:30pm. No Executive Session followed.

### Next Meeting

The next meeting will be held on Monday June 27, 2016 at 7pm in the Community Room of Borough Hall.

Respectfully submitted,

Jill Bennett Gaieski  
Secretary

Materials

April Board Report

Updated-2016 Board Committees

Co-op Board Agenda

Co-op2016x2015Sales

Co-op Apr 2016 Income Statement

Co-op April 2016 Balance Sheet

Co-op April 2016 Minutes 3-28-16

Abridged April General Manager Report

B1-Financial Conditions 1QTR 2016

DSCR 1QTR 2016

FoodWastePresentation

