

Swarthmore Co-op Board of Directors Meeting

Minutes – May 19, 2014

In attendance:

- Martyn Harding (Board President)
- Carol Savery (Board Vice President)
- Don Delson (Board)
- Karen Shore (Board)
- Helen Nadel (Board)
- Michael Markowicz (Board Treasurer)
- Board members Pam Bartholomew, Secretary, Andy Rosen and Bob Scott could not attend.
- Marc BrownGold, Co-op GM
- Aliya Green (Co-op Business Manager)
- Akil March, Solar States
- Clay Bedwell, Energy Co-op

Minutes:

1. Akil March from Solar States and Clay Bedwell from the Energy Co-op presented to the board information about putting solar panels on the Co-op's roof. A hardcopy of his presentation ("Solar at Swarthmore Co-op") was distributed.
 - a. Akil March described the concept to put solar panels on the roof of the Co-op. The options are either purchasing the panels and equipment (with a 25 year warranty) or purchasing the energy produced from the panel (without purchasing the equipment used). The panels would supply roughly 10% of the Co-op's energy needs.
 - b. The board, Mr. March, and Mr. Bedwell engaged in an information session about solar panels, with Q&A about the details of rates, tax impacts, maintenance considerations, ROI, and other costs.
 - c. ACTION ITEM: Mr. March will document all variables and work with the board to develop
 - i. ACTION ITEM: Board work with Mr. March to analyze the financial impacts of the various options and discuss a detailed proposal at a later board meeting for a vote.
 - ii. ACTION ITEM: Marc will speak with OpenSky for a competitive proposal and/or possibility of working with the companies present today.
 - iii. ACTION ITEM: The Finance Committee will forward the numbers provided by these companies to the entire board.
2. Minutes from April 24, 2014 and March 24, 2014 were approved by unanimous vote.
3. Marc BrownGold presented the General Manager's Report for March and April. (Hardcopy was distributed prior to the meeting.)
 - a. ACTION ITEM: Switch Round-Up to be one day per week.

- b. Don asked a question as to whether the April numbers for Grocery are accurate because he understood that FMS may have made some errors. Marc concurred and reported that he adjusted his report downward to account for this (what the board was provided reflects the revisions). Marc indicated that doing reports like this in-house with Aliya will help ensure the accuracy of these numbers moving forward.
 - c. Martyn asked how the bagless program is going. Marc indicated that the rollout has been smooth, with only a small handful of customers unhappy with the switch. We are planning another free bag giveaway promotion.
 - d. Carol asked Marc if Anthony could be invited to the next meeting to provide follow-up on the new logo for the Co-op.
 - i. ACTION ITEM: Marc will invite Anthony to the next meeting.
- 4. Michael led the discussion of the Finance Update.
 - a. Michael would like to look more closely at Grocery margins, as they seem very off, well down from last year.
 - i. ACTION ITEM: Michael and Marc will explore this further and report back at the next board meeting.
 - b. Aliya presented information on bringing in an ATM machine to the co-op and eliminating cash back, eliminating AMEX, and setting a minimum credit card purchase at \$10.
 - i. The board asked how much we are charged for cash back transactions. Aliya indicated we are not charged. The issue is that many customers buy a small purchase in order to get cash – and we are charged credit card fees in these cases.
 - ii. The board asked several questions regarding what we would expect to save from these proposals.
 - 1. ACTION ITEM: Aliya will provide more detail regarding these numbers – the current breakdowns of these purchases and their associated costs at the Co-op.
 - c. Marc presented information on his proposal to eliminate the student discount of 5%. Discussion included the benefits (encouraging students to shop at the co-op, supporting the college in general) and costs (\$10,000/year).
 - i. Motion by Helen Nadel to table the vote until the next meeting, seconded by Don. Motion unanimously passed.
- 5. A: Ends -- Motion to accept the Ends monitoring report by Don, seconded by Michael, and board unanimously voted to accept A Ends.
- 6. B1: Financial Conditions –Motion to approve by Don, seconded by Helen, and board unanimously voted to accept B1.
 - a. ACTION ITEM: Update B1 on Backpack with the correct version of the report.
- 7. C3: Agenda Planning
 - a. Discussion: Need to update the 2014 calendar and post it to Backpack, per the policy, as the board is not in compliance.

- b. Motion: Motion to not accept by Don, seconded by Helen, all unanimously voted not to accept this report.
 - i. ACTION ITEM: Update Backpack with the 2014 calendar.
8. C4: Meetings
 - a. Motion to accept by Don, seconded by Carol, board unanimously voted to accept the report.
9. Information Sharing and Discussion
 - a. Long-Range Planning – Don reports the long-range planning committee has no update.
 - b. Education Committee – Provided a report of upcoming classes, which are listed on the website. Helen reported that fees associated with using the kitchen at Swarthmore Presbyterian has become expensive (cost is \$125 for the first class, \$90 each additional class); this together with instructor fees plus ingredients makes the classes expensive (and the goal is just to break even). Helen is working with the church to see if it could reduce the fees.
 - c. 501(c)3 Follow-up – No more update at this time. Marc is meeting with Weaver’s Way tomorrow more about this.
10. The meeting was adjourned for Executive Session.

Action Items

1.Solar Panels:

- a. Mr. March will document all variables and work with the board to develop
- b. Board work with Mr. March to analyze the financial impacts of the various options and discuss a detailed proposal at a later board meeting for a vote.
- c. Marc will speak with OpenSky for a competitive proposal and/or possibility of working with the companies present today.
- d. The Finance Committee will forward the numbers provided by these companies to the entire board.

2. Marc will invite Anthony to the next meeting to review logo changes.

3.Switch Round-Up to be one day per week.

4.Michael and Marc will explore the accuracy of Grocery margins further and report back at the next board meeting.

5. Aliya will provide more detail regarding ATM, eliminating Amex , cash back, etc. – the current breakdowns of these purchases and their associated costs at the Co-op.

6. Update B1 on Backpack with the correct version of the report.

7. Update Backpack with the 2014 calendar. Pam

Respectfully submitted,

Martyn Harding, President

Meeting Materials

[Co-op Board Agenda 5-19-14 - Updated.doc](#)

19 May, 60 KB

[Solar States.txt](#)

15 Jul, 3.6 KB

[Co-op Apr 2014 Balance Sheet.pdf](#)

16 May, 8.6 KB

[Co-op Apr 2014 Income Statement.pdf](#)

16 May, 18 KB

[gm report.docx](#)

16 May, 47.5 KB

[Co-op 2014 Annual Meeting minutes.doc](#)

9 May, 38.5 KB

[Actual v Budget Q1.pdf](#)

24 Apr, 19.4 KB

[April Membership](#)

6 May, 12.5 KB

[Marketing Report April 2014](#)

14 May, 25.4 KB

[A- Ends Board Report May 2014.doc](#)

14 May, 36 KB

[B1-Financial Conditions May 2014.docx](#)

19 May, 27.3 KB

[marketing director report](#)

14 May, 138.5 KB

[Ends Board Monitoring Report April 2014](#)

14 May, 36 KB

[April Board Finance.docx](#)

15 May, 25.4 KB