

Meeting of the Board of Directors of the Cleveland Food Co-op
May 26, 2010

Present: Anna Kiss Mauser-Martinez, Laura Chapman, Pat Garmhausen, Allyson Robichaud, Joyce Roper Elizabeth Henke, Kevin, Williams, David Berenson

Agenda: Approved as distributed.

Open Forum: [Begun at 6:35]

- Pat displayed the sign created to curb smoking near the doorways. She will adjust the language referring to distance from the building. She also delivered the signs she created with the new mission statement.
- Elizabeth Henke, representing the Montessori High School discussed the need to arrange a liaison to set thing up for the fall students. There will need to be a plan for ordering the items the students will need so they will be in the store when needed. She will work with Lucy and Neysa and the expectation is they will spend about \$900 per week, mostly buying bulk and produce. David Berenson will be the point person on this and Elizabeth noted she will be coming through with students to pick out staples.
- Kevin Williams discussed some of the maintenance issues he sees as pressing. Of especial concern is a tree leading from the side of the auto lot and nearly touching the building. He wondered if UCI were responsible; others thought not. Laura offered to call a landscaper she knows who could advise and might be willing to take the tree out for us. Secondly, Kevin noted the oldest section of the roof bearing the weight of equipment needs repair. At this point, Kevin was invited to attend the upcoming meeting of the facilities committee to voice his other concerns. Anna Kiss suggested he make up a list for the committee to consider.

Minutes: Minutes of the meeting of the April 26, 2010 were approved at 6:54 after a quorum was reached.

Store Manager's Report:

- The new budgeting process is going well.
- Graham has replaced Kathy in deli while she is on sick leave. He was a volunteer and is doing well, including learning how to do the new budgeting process.
- The efforts to move merchandise around to 'fill in' empty spots continues.
- Payroll remains higher due to paying both Graham and Kathy; Kathy's paid sick leave will soon be finished and payroll will drop back.
- Weekly sales continue to be well below \$30,000 per week.
- The new brochure has arrived and looks great.
- India coordinated the effort to have representation at the Hessler St. Fair. Joyce and David were central to this effort. It was noted communication with potential volunteers should happen earlier.

Interim General Manager's Report: [Delayed until after Store Manager's Report]

- The membership database is now on the 'new' computer and there is internet access at the front desk.
- A back-up is being created and there is a need for volunteers to enter data; Michael Powers will help.
- Some Hessler St. Fair coupons came back.
- Any new coupon forms created need a place for the amount and the date; volunteer forms now have a date line.
- The voice mail system still a problem; David is trying to set up a meet time with the company to help us get access to the messages since we currently cannot access them; we could use some new phones.
- Paging from the front desk isn't possible; David must physically go to find people; he will look into a wireless pager system

Joyce made the motion, Pat seconded, for Anna Kiss and Allyson to finalize details concerning David Berenson's contract. Motion passed unanimously.

Finance Committee & Facilities Committee: Meet Friday May 28.

Change Committee: Meets June 4

There was discussion on whether a motion was necessary to determine whether or not people could use the co-op to seek signatures for petitions. Consensus could not be reached and in the interest of time, Joyce made the motion, seconded by

Pat, that in the case of the particular petition currently in question, the Board would vote on whether or not to allow those collecting signatures on a petition to insure the welfare of farm animals be allowed to occur in the store.

Meeting adjourned at 8:04.

Respectfully submitted,

Allyson Robichaud

Finance & Facilities Committee Meetings

Friday May 28

- We are still responsible for payments to Cobra for Tommy Couch; this ends soon.
- We are paying both Graham and Kathy wages for deli; Kathy has 3.5 weeks of paid sick time remaining. The deli has daily coverage from 12-7.
- Evening cashier hours cut by 1.5 hours.
- Inventory @ end Sept., 2009: \$80K; similar @ end Mar., 2010
- During the last 3 weeks, beginning May 1, budgeting is in full force; inventory might then be down a bit.
- We need to have inventory taken by the end of June. Stan will call to find out what date might be available for the company to come and do this.
- No change in armored car service.
- Michelle, who manages produce, joined us to discuss the budgeting process and how it affects her area. She noted it is better to think in terms of a month at a time so some of the money budgeted for the month remains available by a month's end in order to keep produce on the shelves. Produce performed very well in the month May, earning 1.5% beyond the budget. We noted given all the farmer's markets, and our low overall weekly sales total that her budget will remain as is for June.
- Stan suggested we think about a flashing sign for in front of the store. A subsequent phone call he made informs the price to rent one is \$150 per month.
- The landscaper Laura contacted looked at the tree and agrees it needs to come down but that there is no immediate danger of it toppling onto the building.
- The idea of removing one of the open refrigerated units in front of the deli remains viable. Apparently for the price they would get for the scrap, we can have it removed at no cost.