

**Cambridge Food Co-op
Minutes of Advisory Board Meeting
Wednesday, March 23, 2016**

Meeting called to order at 6:30 by Susan Sullivan, Board Chair

Advisers Present:

David Bayne
Kendal Dwyer
Megan Harrington
Claire Hartten
Isaac Labish, Vice Chair
Marcia Reiss
Hannah Stevens, Treasurer
Susan Sullivan, Chair
Kathleen Ward, Secretary

Cory McMillan, Store Manager

Absent:

Peg Winship

Co-op Members Present:

Sue Van Hook

Approval of minutes

Motion was made by Megan Harrington to approve minutes from the February 23, 2016 meeting of the Board of Advisors. Claire Hartten seconded the motion. Vote: All in favor, motion approved. Minutes from the meeting accepted with the only modification being to change the date of the General Membership meeting listed therein to April 17, 2016.

Business & Discussion Items

Building Committee Update: Marcia Reiss reported three updates on behalf of the committee: 1) The tree removal was completed today (3/23/16) and free wood is available in the parking lot on a first come, first served basis; 2) The cost for a replacement boiler was quoted at \$4500 plus tax from Braymer Fuel. The committee has decided to wait on a replacement, as it is difficult to calculate the savings at this time and the demands on the boiler will be minimal for a while. Kathleen Ward suggested getting another bid, stating that it should be possible to get a much lower price from another vendor; 3) Building painting and repairs to the rear wooden portion of the building will commence soon. May also pursue some signage and design at the back entrance area. Kathleen suggested a product that will protect the newly painted surface. Cory McMillan mentioned that the Co-op will be exploring the member labor pool to help with street-level painting at the front of the building.

Visit to High Falls Co-op (HFC) and POS investigation: Susan and Cory reported on their visit to the High Falls Co-op. Cory explained that HFC has been using the ECRS Point of Sale system for a year and is very happy with it. This is the same system the Co-op is considering. Susan talked about the huge growth in sales the HFC has experienced, as a result of catching errors and leakage with the POS system. They also change displays and reorganize in the store constantly. Cory reported that our Co-op has been taking some lessons from HFC, and is working to analyze the popularity of items in the store to determine if they should stay on the shelves or be replaced. He cited the removal of slow-moving Cascadian frozen juice, and its replacement with a new ice cream that has been wildly popular. He reported that March sales in the store have been great overall.

A discussion followed about the price and merits of the POS system the Co-op is considering, and about the value of POS systems in general. David Bayne asked if a cheaper system was available, and if training was included in the ECRS package. Cory answered yes to both questions, with some explanation of key issues and concerns impacting the choice. Susan suggested making the POS information packet available to new board members who might not have seen it yet.

Outreach Committee Update: Susan reported that Betsy Shiland is the new liaison between the Co-op and Chamber of Commerce. The committee shared a detailed list of objectives and suggested activities (see attached “Outreach Planning 2016”) for the Co-op’s 40th Anniversary year. Susan reminded everyone that new committee members are welcome to join – there will be another call for members to get involved. She also asked all present to read over the document and email refinements, thoughts, and ideas. New info postcards about the Co-op are being distributed to Board members, and will be handed out at the membership meeting. Kathleen brought up the fact that Cambridge is celebrating it’s 150th anniversary, and there will be a big block party on July 16. Possible tie-in with Co-op events.

By-laws & Policies Review Committee Update: Isaac Labish reported that a new by-laws document should be forthcoming in the next few months. Some changes will make it easier for all members to be involved in voting and decision making. Susan explained that the by-law changes might be mentioned at the membership meeting, but that the Board will formally review them before holding information meetings about the changes. Then a special meeting of the membership will be held to vote on adopting the by-law changes.

Election of Board Officers

The election of Board Officers was moved forward in the meeting in order to hold a vote with a majority of members present. Susan began by thanking everyone for their service. She opened the floor for nominations.

1) Motion made by Kathleen Ward to nominate Susan Sullivan for the position of Chair. Hannah Stevens seconded the motion. Vote: All in favor, motion approved.

2) Motion made by Megan Harrington to nominate Isaac Labish for the position of Vice Chair. Claire Hartten seconded the motion. Vote: All in favor, motion approved.

3) Motion made by Isaac Labish to nominate Marcia Reiss for the position of Secretary. David Bayne seconded the motion. Vote: All in favor, motion approved.

4) Motion made by Megan Harrington to nominate Hannah Stevens for the position of Treasurer. Isaac Labish seconded the motion. Vote: All in favor, motion approved.

Business & Discussion Items (continued)

FY2016 Draft Budget Review (continued from 2/23/26): Discussion continued on the draft budget presented by Treasurer Hannah Stevens. The last version was conservative; in the version presented at this meeting (see attached “Budget Proposal FY2016, 3/6/16”) sales increases are projected and a higher profit margin is included. Cory explained that these figures are based on a combination of previous year figures, and projections. Kathleen had some questions about how building costs are charged to the store, and a brief discussion ensued about these and other questions. Hannah recommended approval of the budget.

Motion made by Kathleen Ward to accept the draft budget for 2016 as presented, and forward the document to the general membership for a vote. David Bayne seconded the motion. Vote: All in favor, motion approved.

Planning for upcoming Annual Membership Meeting & Co-op Year 2016: Susan reviewed the basic plan for the meeting. All agreed that it was not necessary to meet as a Board before the membership meeting. Megan Harrington asked that the Board incorporate and build on 40th anniversary events as part of the meeting. Outreach committee will work on this, and will meet on March 30th, prior to the membership meeting. Notes from previous meeting, in November 2015, will be reviewed and voted on. Board Clerk Michelle Nagai will forward those notes to Susan.

New Agenda Items and Comments/Questions

Member Sue Van Hook made a presentation on a new initiative she is part of called "Solarize 7+". The group has received funding to create a website that helps connect people in seven area towns with access to resources to help price and understand solar options available for their homes. At the end of the project's registration time period, anyone who has agreed to a solar installation through the program will receive a bulk discount based on the overall size of the group. The website for Solarize 7+ will be available on April 23rd (www.solarize7.com).

Motion to inform the membership of the opportunity to learn about solarize 7+ was made by David Bayne. Hannah Stevens seconded the motion. Vote: All in favor, motion approved.

Upcoming Meetings

The next General Membership meeting is scheduled for Sunday, April 17 at 4 pm.

Attachments (on bulletin board in store, or by request)

- Budget Planning FY2016 (revised 3/6/16), 2 pages
- Outreach Planning 2016, 1 page

Adjournment

Motion to adjourn was made by Hannah Stevens at 8:40 pm. Marcia Reiss seconded the motion. Vote: All in favor, motion approved.

Respectfully Submitted,

Michelle Nagai, Board Clerk

Date

Marcia Reiss, Secretary

Date