

SUGAR BEET FOOD STORE COOPERATIVE

BOARD OF DIRECTORS PLANNING MEETING

Tuesday, August 11 7:00pm

Online Meeting

Meeting Minutes

**Board Members Present: Peter Nolan, Tom Hollinden, Ryan Bradley, Jim Doyle, Sharon Newton, Janet Walters Rouse, Kerri Thompson, Jill Niewoehner**

**Staff Present: Angelic Lugo, Lissa Dysart**

**1. Welcome:  Meeting began at 7:05 PM**

* Peter presented the agenda for the meeting: sales update, key initiatives, GM report, committee chairs
* Audience Participation order reversed; will be at the start the meeting, not end the meeting

**2. Audience Participation:**

* Bill Gee had questions to follow up on items concerning owner loans etc.
* Have members been paid back for money owed?
* How will or has minimum wage increase affected wage compensation and profit?
* How will we approach wage compression?
* Tom Hollinden responded to loan questions:
  + In the last 2 months we’ve paid off all outstanding loans, with the exception of one owner who forgave her loan. The only remaining loan is to Ryan Bradley, due later this year.
  + 12 loans are due next year, we finalizing format for payback and finalizing lender email/phone list
* Angelic responded to wage compression- with minimum wage increasing, we have also given raises to some other staff members

**3. GM Report (Angelic)**

* Sales: Weekly sales continue to exceed last year at this time.
* Cafe window
  + Will be installed end of the month; will bubble wrap and store windows in storage unit
  + Perry, our landlord, wants us to keep window
  + Lissa will be putting the extra clutter in the storage unit as well to clean up the cafe
  + Window will be paid for within a few months
* New misting system: $1600 for new system; $1200 for plumbing
* Starting monthly inventory in addition to the quarterly report; this is a recommendation by NCG. It will help managers keep track of profit margins PERISHABLES ONLY; Quarterly: Everything is counted
  + This should result in updating costs and pricing and ordering
* Standard Operating Procedures: review verbiage on these write ups, there needs to be a consistent pattern to our procedural communication
* Cross-training of team members
* Reviewing work schedule
* New Hires and Hiring Process:
  + Maternity Leave- Angelic to review this policy (Ryan asked about insurance goals regarding this topic)
  + Angelic is donating 40 hours to Regina’s maternity leave, are there creative things to do to manage the leaves
* Professional Development: Angelic has completes 4 sessions of NCG modules
* Community/Marketing: Lissa: Owner Appreciation Day, Online Owner Sign up 9 new owners since July 31; owner drive-tie in this online sign up component, Coupon for owner appreciation runs through August 16
* Owner discounts have gone up- more work being done at register to ask if people are owners and to use the discount.
* Unexpected repairs in 1st quarter: dishwasher, filters, routing sewage drains
* P & L Quarter 2 report: began reviewing it, but it was off.  Finance committee will meet to discuss or question some of the totals and numbers
* Q2 P &L will be ready for the next meeting

**4. Committee Updates:**

Administration Committee (Ryan)

* Went from 5 members to 2 with recent resignations
* Review GM review process
* Sharon- there shouldn’t be one performance review, but on-going
* Leveraging access of 360?

Finance Committee (Jim)

* Take time over the next two weeks to go over P & L, Balance Sheet, and Long term planning document
* Setting budget for 2021- set it against 2019; a lot of companies are doing this as 2020 is considered an anomaly. To consider:
  + Can we count on sales hitting $105,000 each week?
  + Projected loan repayments
  + What is the shape of the P & L- making investments in wages (wage compression) to make good living wages; potentially spending money are marketing
  + Consider capital needs for our mission-related activities. Food truck?

Community & Ownership Committee (Janet)

* Recharge the Ambassador program
* Timeline for Ambassador program

Other Business:

* Bill Gee: Any consideration for the conventional debt- take down the most expensive debt? Start paying profits to members? Messaging when we will pay out members

Adjourned at 8:03 PM