

**SUGAR BEET FOOD STORE COOPERATIVE**

**BOARD OF DIRECTORS MEETING MINUTES**

**TUESDAY, December 5, 2017, 7pm**

**LOCATION: Main Library, Oak Park**

Board of Directors Present: Daniel Becker, Ryan Bradley, Chris Dowsett, Jim Doyle, Bill Gee, Cindy Gradle, Bri Kellogg, Greg Kolar, Peter Nolan, Rachel Poretsky

GM: Chris Roland

**Minutes**

* WELCOME & Call to Order (PETER): 7:05 PM
* APPROVAL OF MINUTES FROM LAST MEETING: Bill moves to approve. Jim seconds. Approved unanimously.
* PUBLIC COMMENT: None.
* GENERAL MANAGER’S REPORT (CHRIS)
	1. Sales Results
		1. Thanksgiving was very successful as was the whole week of Thanksgiving.
		2. We’ve seen in increase in basket size for 4 / 5 weeks.
		3. 3rd Quarter numbers show it was very successful. These are the last numbers NCG will look at in determining our joint liability payment.
	2. Key Initiatives
		1. Best Small Business Award: We won the grand prize of $10K!!!
		2. Indoor Farmers Market: tentatively scheduled for 1/27/18 at the meeting space in the Interfaith building. We plan for 10-15 vendors. Attendees can use the Walgreens parking lot for the event. Goad of this event is to drive traffic into the co-op and to support our local farmers.
		3. Sign: We have made a down payment and signed a contract. This project should be complete by the end of the year. Final costs are approximately $13K + $5-6K for the sign.
		4. National Cooperative Grocers: We are waiting to hear the cost of our joint liability payment.
		5. Food for All program: No update. It is still running as a “Beet Bucks” option in the store to drive interest.
		6. Customer Survey: Chris will present the results at the Annual Meeting. Chris and Lissa will work on getting the board the data from the survey.
		7. Other: As a follow up to our action items in October, Chris notes that we now have 1705 total owners. 1212 owners shopped at least once this year and have generated 38% of sales. Owners represent only about 25% of our shoppers, however. So far in 2017, we have issued $32,000 in owner discounts (from the once monthly 5% discount and owner sales). Chris was able to calculate the average basket of $26.09 / owner per visit. Bill states he would still like to see an accurate number of accrued savings for each owner.
* MAMA SQUASH CO-OP OPPORTUNITY (PETER): No update. Peter will provide the board with an update at our next meeting.
* 2018 PLANNING SESSION OFF-SITE – SATURDAY, DECEMBER 16TH 2-4:30PM: Jim has volunteered his house as the location for this session.
* COMMITTEE UPDATES
	1. Loan Committee (Bill, Chris, Greg K, and Peter)
		1. Bill states that the committee has reviewed the loan schedules.
		2. Two loans have been restructured (which received prior board approval).
		3. Overall, the committee is making the commitment not to take any new owner loans without paying that amount in owner loans back.
	2. Compensation Committee (Ryan, Rachel, Greg M, and Daniel)
		1. The committee drafter a charter.
		2. The following goals were made:
			+ 1. Performance review will occur annually
				2. Lay out a clear compensation structure
				3. Chris will manage the staff healthcare
				4. Bonuses will be performance-based
				5. There will be a staff review of the GM by the end of each year
	3. Governance / Board Development Committee (Jim, Peter, Bri, and Bill): No update
	4. Strategic Plan / Finance Committee (Greg, Chris, Jim, and Daniel): No update
	5. Membership Committee: (Ryan, Bri, Rachel, and Greg M): No update.
* Q & A WITH OWNERS: No comments
* CLOSING
	1. Action Items:
		1. 3 committees will meet prior to the January meeting
		2. Chris and Lissa will give the board data on the customer survey
		3. Peter will work on the Mama Squash agreement
		4. Chris will send the detailed report of the NCG Newsletter to the board
	2. Dates for next Board meetings:
		1. Jan 23, Feb. 27, March 20, April 24 (Annual Meeting), May 22, June 26, July 24, Aug 28
	3. Adjourn Meeting: Cindy moves to adjourn. Jim seconds. Meeting is adjourned at 7:45 PM.