

March 2012
Board of Directors Meeting Minutes
Syracuse Real Food Cooperative
 March 20 ~ 6:00 – 8:30 pm
 Field House – Thornden Park

Item #	Time	Topic	Leader	Outcome	Related Documents
1	2	Preliminaries <ul style="list-style-type: none"> • Distribute Meals • Q&A with the GM – anything goes! 	Everyone Travis		
2	2	Call Meeting to Order Ground Rules Agenda review Task review Accept February minutes	Dan	Approved	
3	2-3	Store Report Discussion	Travis		
4	3	GM Monitoring Report Monitoring Report- Membership Accept Report Discussion	Travis Dan	Deferred	
5	3	Board Monitoring Report Board - GM Relationship Discussion	Dan		
6	3	Committee Reports <ul style="list-style-type: none"> • Nominating • Communication 	Dan	Accepted	
7	4	Administrative Items <ul style="list-style-type: none"> • Guest Speakers • BOD Calendar • Spring Meeting Planning • BOD Retreat Discussion 	Dan		
8	4	New Agenda Items	Dan		
9	4	Evaluation of Meeting	Dan		
10	4	Adjourn	Dan		

Present: Karl Newton, Dan Sanders, Walley Francis, Thane Joyal, Larry Rutledge, Amanda Gormley, Julie Longmore
Excused: Chris Fowler
Guest: Travis Hance

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1 Preliminaries

- Distribute Meals
- Q&A with the GM – anything goes

2 Dan called the meeting to order at 6:31pm.

- Ground Rules (read by Dan)
The board will start discussing one of the ground rules during the next Board meetings.
- Agenda review
- Presentation by Jamie White. He wants to rejoin the board. Dan made him aware of the changes about attendance in the new Bylaws.
- Task review
- The January minutes were approved with corrections by the board.
(Motion by Walley; second by Karl; passed 5-1.)

3 Store Report

- We had no personnel changes in the last month.
- In February we saw all-time record sales for the month. We ended up 19.87% over the same month of last year, correcting for the leap year, we are still looking at over 16% growth in sales. We also continued the trend of saving over 20% on labor from last year. This trend is continuing through March 14th, we are up over 16% over last year, while continuing the labor savings.
- For 13 weeks ending march 11th, we are up 12.5% we continue to see the most growth in Deli, Perishables, Meat, and Produce, in descending order. Beer is of course a new department, and we have exceeded our budgeted 3.8% of sales, scoring closer to 4%. Deli hit an all-time sales record last Thursday. Growth in these departments exceeds the goals we had put forth in our business plan, particularly encouraging in the case of Deli growth (our highest margin department). I am confident projecting that our net income this year will exceed our business plan, and this may be our most profitable year ever.
- Take-and-bake pizzas have been an early success, we just got them out ten days ago, and we have sold 33 to date. The initial recipes have local cheese, sauce, and crusts.
- 1099s will be done for directors who received more than \$600 in compensation, thank you to Walley for catching this, it's on our radar for next year, and you will have them in your inboxes Thursday. We would have had them done in February, but we had to order the forms from the IRS.
- The co-op's tax return is done for the year, it was e-filed before the due date.
- NCGA had earmarked funds to support sending 2 "young co-op leaders" to the International Cooperative Alliance's Year of the Co-op summit in Quebec City in October. My name came up, and I was asked to apply. This should be an exciting summit, there are a broad number of presentors from all different sectors, including more than one Nobel Prize winner. I will know more about this opportunity this month.

Support needed going forward: We need to clarify roles and responsibilities for our Spring Meeting, as well as set a date.

Discussion:

- How to evaluate our financial performance.
- We need to start building our understanding of the "numbers". The board plays a key roll in looking at our financial performance.

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- We need to stay with our principles when it comes to choosing a bank. Local banks tend to give better personalized service.
- Market Study presentation by Travis:
 - 3 different sites are compared
 - We are best served on the corner of Erie Blvd and East Genesee street according to the Trade Area.
 - A downtown location would need a new market study.
 - Travis will continue the rest of the presentation during the next Board Meeting

4 GM Monitoring Report B1 – Treatment of staff

Was deferred until the next Board Meeting.

5 Monitoring Report – Membership

- C. Board – General Manager Relationship:
 - How are we doing?
 - We do not have a job description
 - Should we have a definition for “Operational”
 - Section C. is an overall statement for the rest of C. Once we go over the rest, we will come back to the Global Policy.

6 Committee Reports

- Nomination Committee
 - Thane volunteered to reduce her 3-year term appointment to 1 year. As a result of that change, she will be up for reelection in 2012.
 - Presentation of Jamie White:
Jamie previously resigned from the board because he applied for a position at the store
The Board accepted the appointment of Jamie White to the Board. Dan will let him know.
(Moved by Karl; seconded by Walley; passed unanimously)
- Communication Committee
 - They met March 10th
 - A charter was developed
 - Amanda will send out charter
 - Next meeting is in April
 - Request: include feedback from Member-Owners in the Store Report. That will help with being aware of what is going on in the store. Travis will get that together for the next Board meeting, the Board will give some feedback
 - Tools to improve communication: Board presence in the store, Expand the calendar to add some community events.
 - Board bio's
 - Amanda will check board emails on the website. In the future the Communication committee will report on the emails that have come in. Travis will send out login info. to the Committee (Amanda, Larry and Chris)

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7 Administrative Items

- Guest Speakers:
 - Having a Guest-Speaker come in at 6pm before the start of the meeting might not work out. All Board members will be there right at 6pm. Eating during that time is also very distracting.
 - The Board should try to attend more existing events. The Communication Committee can report on that.
- BOD Calendar:
 - Presented by Amanda
- Spring Meeting:
 - Date and time: Saturday, May 12th from 2-4pm
 - We have to have quorum of 100 Member-Owners if we want to have a vote.
 - We are going to have a more informal event and tie it in with the plant sale. The Spring Meeting can be more like a strategic tool. During the Board Retreat we can work on the content to present at the Fall Meeting.
- Board Retreat:
 - Date and time: Saturday, June 2nd from 9am-5pm and Sunday, June 3rd from 9am-12pm
 - Board Expansion
 - Friday night dinner at Thane's
 - We still are checking on a location

8 New Agenda Items

- Report on Cooperative Summit by Karl

9 Evaluation of Meeting

- We need better time-management

10 The meeting was adjourned at 8:39pm.

TASKS:

- Send out electronic version of the BOD calendar to share with members (Amanda)
- Email Charter to the Board (Amanda)
- Check Board email on the website (Amanda)
- Send out login info to Communication Committee (Travis)