

**SUGAR BEET FOOD STORE COOPERATIVE**

**BOARD OF DIRECTORS MEETING AGENDA- REVISED**

**Tuesday, March 28, 2023, 7pm**

**Grove Apartments- Conference Room**

**442 S. Grove, Oak Park, IL**

**Online Access:** [**https://us06web.zoom.us/j/85974314632?pwd=QU5Zc0RyaUtsSVE4T3JNRzJMVzNYZz09**](https://us06web.zoom.us/j/85974314632?pwd=QU5Zc0RyaUtsSVE4T3JNRzJMVzNYZz09)

Board of Directors Present: Beth Dougherty, Gail Holmberg, Peter Nolan, Diane Norris, Chuck Wolf

Present (Zoom): Linda Chandler

Absent: Lori Vierow (technical issues), Bill Gee, Cassie Janis, Johnny Mathias

General Manager: Jim Doyle

Guests: Katherine Faydesh, Amina Jackson (zoom), Marcus Carrigan (store Grocery Manager)

**Call To Order**

The meeting was called to order at 7:06pm

**Introductions:**

* Guests Katherine Faydesh and Amina Jackson, each 2023 Board applicants introduced themselves

**GM Update (Jim)**

Jim took us through the GM Report.

* January results - Down in sales versus last year and the budget. But margin was up versus the prior year. So, we only lost $3K in Net Income versus the prior year. Our results were in line with other NCG co-ops where 2/3 of co-ops were down in January.
* Trips up, basket size is down. Non-owner trips were up.
* Marcus- We brought back couple of items to bulk.

February- Preliminary results

* Jim will send it out later this week.
  + Sales $374k or +1.4% vs PY
  + Margin 37.7% or +0.6pts vs PY of 37.1%
  + Gross Profit of $141k or +$4k vs PY
  + Operating Expenses of $135k or +$2k vs PY
* Net Operating Income of $6k or +$3k vs PY

March +4.7% thus far, as of 3/28

YTD is now only down 1.5%, a big improvement from being down 8% YTD five weeks ago.

Departments: Café and Deli are up a lot. Grocery is up too.

Basket Builder was very successful, we were up 11.4% for the week versus last year.

We have been featuring black-owned and women-owned businesses.

* Gail asked that we track these items sales to see if these promotions are working.
  + Jim to look into this

**Operations Update**

* April is Owner Appreciation Month
  + 10% off for Owners on 4/1, and 4/15, and 4/30
  + Jim to send a signup form for Board members to volunteer on these days.
  + Goal is 100 new signups for the month
  + Need a clear message about the benefits of Ownership, that is easy to share – Gail
    - Jim to send this to the Board
* Earth month is April. Our marketing will feature some Owners who love our bulk offerings.
* Doing some marketing with the Chamber of Commerce- We can do an e-blast to their database
* Takeout25 boxed water will be in-store soon and Takeout25 will promote it too
* Top quartile of Owners (by sales) program- These owners will receive an email in April thanking them and inviting them for a $25 coupon to give to a friend to introduce a person to the Beet.
  + 90 people represent this group that accounts for 25% of our sales
* Window design- We will present at the OP Design Commission meeting on April 26th.
* Other upcoming opportunities for Board volunteering:
  + Day in Our Village- June 4th
    - Jim will send out the Board member sign up
  + July 4th Parade
  + Sugar Beet Anniversary- last weekend in July

**Board Election Update**

* We have two candidates for this year election
* Peter is coordinating meetings with each candidate. Then, the timeline is:
  + April 12: Candidate statements are available in the store. In-store and online voting begins.
  + April 26th- Voting ends. The Board President shares results with all candidates.
  + April 29: The Sugar Beet Annual Meeting. New Board members are introduced.
  + May 23: The new Board Members will be seated at this Board meeting.

**Annual Meeting Update and Discussion**

* The Annual Meeting is Saturday, April 29th from 4-6pm
* Location- Taco 76 (since confirmed)
* Good conversation about activities.
* The Board Committee leading this is: Linda, Lori, Johnny, and Peter
  + Linda will lay out the Annual Report- Peter and Jim will send her info.

**Committee Updates**

* Admin Committee
  + Chuck is stepping off the Board, we will need a new Admin Committee lead
  + List of the important licenses – Jim to get this for the Admin Committee
* Strategic Plan Committee – on hold, we will re-look at this after the Board elections
* Finance Committee- Peter to call a meeting with Bill, Gail, and Jim

**Other Business**

* Board engagement:
  + Store Tour at our May meeting
  + Volunteering at events
  + Ideas: Share your favorite products, reading and discussion about co-ops
* Request that we formally approve the minutes at the top of every meeting - Gail

Adjourned for Executive Session at 9:02pm.

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**2023 Board Meeting Schedule:**

29-Apr - Public (Saturday, Annual Meeting)

23-May - Planning

27-Jun - Public

25-Jul - Planning

22-Aug - Public

26-Sep - Planning

24-Oct - Public

5-Dec - Planning

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**Our Strategic Pillars**

* *Run a financially viable business for our owners*
* *Be a great place to work for our staff*
* *Provide a thriving marketplace for local farmers and producers*
* *Address inequality in our local food system for our broader community*
* *Be a great place to shop for our customers*
* *Be an environmental steward to protect our planet*