

SUGAR BEET FOOD STORE COOPERATIVE

BOARD OF DIRECTORS MEETING

Tuesday, December 8 7:00pm

Online 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, Jen Wenschoff-Gallogy, Gina Montenaro**

**Guests: Paula Gilbertson from NCG, Bill Gee, Robin Schirmer**

**1. Welcome:  Meeting began at 7:06 PM**

* Peter presented the agenda for the meeting: sales update, key initiatives, GM report, committee chairs, public comment
* 3 owner refunds were voted on and agreed upon

**2. GM Report (Angelic)**

* Reviewed week 49.  Steady sales around $99,000; 7.9% sales growth over last year
* Looking forward to Christmas Eve, Hanukkah, and New Year’s sales opportunities
* Operational Incentives and Reflections:
  + Updating pricing in our POS system
  + We are looking for another Grocery Buyer which will help with our work load. Also looking to hire a person in the Prepared Foods department
  + Looking to re-set store at 4 foot sections
  + Still looking for full time grocery buyer
* 3-month goals
* Cafe - Improve profitability by adjusting hours down because there is a loss of morning commuters
* Increase virtual classes
* Cleaning initiatives
* Cross-training:  Staff are really started to see the value of this
* GM and Team Development:
  + Angelic continues the Wednesday calls with Paula
  + Monthly management meetings
  + Working on the budgeting tool, Coop U modules, and a “buddy” program with a new coop.
* Q4 inventory is scheduled for Dec 17th
* Local Vendors: Angelic made connections with Finch Farms, Urban Eden, and 3 Bees
* Ownership:
  + In Q3, we added 27 owners at the $50 level and 48 owners at the $250.00 level
* SALES
  + Q3 2020 total: $1,300,000, which is higher than the Q3 2019 total of $1,100,000.
  + *Angelic and Jim*: Notes on Q3- unexpected expenses in repair and purchasing of new coolers, labor numbers, and new hires impacted bottom line.  Last year at this time- there were open manager positions- now they have been filled.
  + *Peter to Paula:* Asked about margins. Paula responded that it is hard to nail down a firm margin when the inventory is not yet completed. Also, COVID impacts the margins and bottom line with the Gatekeeper role and Hero Pay.
* PPP our loan was used for payroll, as intended. We expect all of the loan to be forgiven.
* 2021 preliminary planning: Angelic will bring the updated 2021 plan to our January meeting.

**3. Committee Updates:**

Administration Committee (Ryan)

* Board Elections:
  + Our bylaws allow for us to have up to 14 people, and there is no minimum number.  We currently have 8 members.
    - The Administration Committee will bring ideas to our January meeting about (1) the skills we need on the Board, and (2) attracting good candidates for our April Election
  + Peter, Sharon, and Janet’s terms are ending
  + Could utilize staggered voting to create more balanced terms
  + *GIna M:* Cashiers asked about people interested in running for the board, focused conversations with people interested in running for the board, do a public campaign at Valentine’s Day

Finance Committee (Jim and Tom)

* We have a total of 13 owner loans due in 2021. We will reach to each of these lenders and offer them options: (1) early repayment of loan with interest forgiven, (2) pay off loan on the due date, with interest, (3) extend loan with up to a 2% interest rate
* Financial audit- An audit is required as part of our NCG membership

Community & Ownership Committee (Janet)

* Annual Meeting: We will plan to have a virtual meeting this year.
  + Discussion about how we can have fun with this format.
  + Ambassador form:   Low stakes kind of pipeline for the board
* Ambassador program
  + Presented the draft of the Ambassador application. Board to send Kerri feedback

**4. Guest Comments**

* Robin Schirmer: The Board meeting minutes are sparse, not super helpful to people who are not attending
* Bill Gee: what is the status of the Sugar Beet’s rent with our landlord?
  + Tom, we have 5 more years on our lease and then would be up for 2 five year extensions?
* Bill Gee:  Is there a way for there to be a liaison for team members to share a complaint?
  + Peter/Sharon: Yes, there is an email available for staff members. Jen confirmed that this is communicated in our employee orientations

Peter motioned to adjourn.  Tom seconded.  Meeting adjourned at 8:47pm