

# **Woven Dream Anacortes Food Coop Board of Directors Meeting Minutes**

July 16, 2018

**Location: 3805 O Ave. - Time: 6:30pm**

Meeting Facilitator: Miriam Fein, Chair

Invitees: Miriam Fein, Sequoia Ferrel, Sara Holahan, Tom Petrich, Elizabeth Thornlow; Lela Shifton/Rachel Muntean (Directors); Trish Wilson (General Manager)

- I. Call to order** \_Chair Miriam Fein called the meeting to order at 6:36 pm
- II. Roll call** \_Miriam Fein, Sara Holahan, Elizabeth Thornlow, quorum not present to start; Lela and Sequoia joined the meeting later to make a quorum.
- III. Visitors** Open to Visitors \_none
- IV. Approval of minutes from July 2, 2018 meeting** \_  
*Lela moved to approve minutes, Sara seconded; all in favor; motion carried.*
- V. Financial Report (Trish, Lela)** \_Trish talked about staffing hours. Trish said staffing hours are generally a max of 30% of costs in retail. We're at 32%. Still want sales up. Maybe some sales going to Farmer's Market, building too hot, costs too high. Need guidelines for staffing hours, but it should be up to manager. Trish suggested more hours for herself and Matt, 32 hours each. We need cross training for ordering produce. Training hours are extra but Trish included in proposed staffing budget. Balance sheet shows we need to keep making progress toward sustainability.
- VI. Manager's Report (Trish)** \_  
ACTION ITEM: Product, Contract & Infrastructure updates and approvals We need ventilation at night. It was decided to work on shelving move on Wednesday night. Eventbrite is live, berry tasting event is on it and it's connected to Facebook. Trish created a shelf to place sale items. New membership benefits are being very positively received.
- VII. New members - vote to accept** \_  
*Lela moved to accept new members, Sequoia seconded; all in favor; motion passed.*
- VIII. Committees**
  - A. Employment and Volunteer Committee (Sara, Elizabeth)
  - B. Marketing Committee - (Tom) Chamber of Commerce membership renewal?, Brian Jo offer to help
  - C. Product Research Committee (Sara) Retail Mark Up/Margin clarification; Bulk Buying, Special Orders; UPC project; Produce quality complaint; How should this committee communicate, do research?  
*Sara moved to sell bulk and special orders at 20% above cost; Elizabeth seconded; all in favor; motion passed.*
- IX. Old Business**
  - A. Anniversary promotion review, had \$1300 sales; planning for Sept. 15 Farmer's Market booth
- X. New Business**
  - A. Retreat Planning Need to start planning
  - B. ACTION ITEM: Serenity Sundays applications - Discussed benefit of continuing the program. Most agreed it could be useful if we can get groups to promote us.

**XI. Other**

- A. Open to Board Would like to go through marketing ideas; also the issues that need resolution.
- B. Open to Visitors
- C. Set next meeting date and time Next Meeting Tuesday August 7, 6:30 at Elizabeth's

**XII. Adjournment** \_ Meeting adjourned at 8:09pm.

Minutes submitted by Sara Holahan

Minutes approved on 8/7/18

<u>Miriam Fein</u>	Miriam Fein
<u>Sequoia Ferrel</u>	Sequoia Ferrel
<u>Sara Holahan</u>	Sara Holahan
<u>Tom Petrich</u>	Tom Petrich
<u>Elizabeth Thornlow</u>	Elizabeth Thornlow
<u>Lela Shifton</u>	Lela Shifton