

*Anacortes Food Co-op*

*Board Meeting Minutes July 8, 2021*

*Call to order: meeting called to order by Rachel Muntean-Salazar at 7:04 PM*

*Roll call: present were Rachel Muntean-Salazar, Sara Holohan, Eliza Mae Atterberry, Gloria Shelton and Shawn Bell*

*Reading of the minutes: Gloria Shelton submitted the minutes for the 6/10/21 meeting by email and they were read and approved.*

*Reports of officers*

*AFC Manager Report: Shawn reviewed the current staffing situation in terms of scheduling and training. Emily McNeil has left; Emily Nelson and Ahra are the remaining employees. Shawn schedules meetings as needed to work on training. Customer traffic and sales were low for June and are still low now. The heat is the suspected cause. High temperatures in the building resulted in a freezer unit failing, resulting in the loss of frozen product. Shawn worked on several projects to mitigate the high temperatures in the building; he paid for the materials out-of-pocket. One of the coolers was turned into a dedicated produce cooler. Shawn is still working on health issues and providing relief from long hours and check-out responsibilities has been beneficial.*

*Financial Report: Sara confirmed the reduced customer traffic and sales. AFC did not cover costs for the month of June. July is a financially challenging month due the timing of IRS taxes. There was discussion of changing to a monthly payment plan to spread out the payments. An application has been made for an IRS employee retention credit. Reduced income translates to reduced ability to pay vendors and increase coop inventory. The possibility of a loan was discussed.*

*Gloria S.: Tote bags are widely available in many styles with costs starting as low as \$2 each. Imprinting costs are a big factor,*

requiring a set-up for each color in the log to be used. The larger the order the better the price. Totes are probably not an option at this time. An on-line application was submitted to the AFM for a booth space at the market. The application was received but there has been no follow-up from the market. I have been asked to submit a recipe for the August edition of Fidalgo Living magazine. Eliza gave me a list of produce that will be especially plentiful at that time. I emailed Phil to make contact but there is no plan to meet.

Eliza A.: The Island Hospital Farm Stand is up and running. Eliza will reach out and see if the AFC can participate.

Rachel M.: Sign Dog has flags for about \$150. We discussed the possibility of different kinds of signage. She is looking for colorful photos of produce for a possible window display. She has been checking for a low-priced source of paint for brightening up the coop building.

New business

Gloria S: Will check to see if there is a rebate from PSE for insulating the attic space.

We discussed a plan to increase AFC income by encouraging members to pay off their membership dues in a more timely manner. A personalized letter will be sent to each patron letting them know that the AFC needs their support to better serve them. By paying in full now or speeding up payment of dues (patronage?) the financial position of AFC will be improved. Eliza has volunteered to send out the letters. Sara has the spreadsheet with the membership information and will write up the letter. Gloria will proof read the letter and offer suggestions. Shawn will come up with an appropriate "reward" for those who pay off their membership.

Adjourn: Rachel moved to adjourn the meeting at 8:16 PM and Gloria seconded the motion.

Our next meeting is on Thursday, August 12, 2021 at 7:00 PM.

Approved on August 12, 2021