

## Anacortes Food Co-op Board Meeting

Dec. 6, 2022

The meeting was called to order by Deborah Craig at 5:35 PM.

Present on Zoom: Deborah Craig, Phil Cohen, Tim Heiner, Sara Holahan, Shawn Bell and Gloria Shelton.

Reading of the Minutes of the previous meeting were waived. Gloria is working on bringing all Minutes up to date.

### **OLD BUSINESS**

#### **Newsletter**

Deborah suggested that the newsletter should go out at the same time each month, after the Board meeting. Since the Board meets on the second Tuesday of each month, the newsletter will come out on the 20<sup>th</sup> of the month. Items for the newsletter must be received by Sara before the 15<sup>th</sup> of the month. Co-op members can place free ads in the newsletter.

#### **Co-op Spelling**

A motion was made to change the spelling of Coop to Co-op for purposes of signage. The motion was passed unanimously.

This spelling will be used on the new lighted sign. Tim is working on the permit. There is no date for installation yet.

#### **Finalizing new lease agreement**

The construction on the former NAPA building is moving forward with move-in expected around mid-January. According to Ryan, the lease should be signed when the construction is done. A new version of the lease agreement is available with up-dated changes. The Board will meet to review the up-dated lease agreement on Tuesday, Dec. 13, 2022 at 3 PM at the SaviBank meeting room or Library. This meeting date was approved unanimously.

Phil has 4 keys to the new location.

#### **Email to Candy regarding the AFC sign damage**

Sara wrote a letter to Candy with regard to the damage to the AFC sign at the former location. It was unanimously agreed that the letter should come from the Board. Deborah will send it to Candy.

#### **Use of the [board@anacortesfoodcoop.com](mailto:board@anacortesfoodcoop.com) email address**

This email address does not go to the personal email address of the Board members. Sara will monitor this address. Old emails will be archived on this site.

## **Volunteer Committee – Action plan for using volunteers to distribute flyers, etc.**

Tim has printed out two versions of the “AFC moving” flyer in four different colors. These need to be distributed throughout Anacortes. Gloria will distribute flyers in Skyline. Deborah has offered to call volunteers when she receives the list of volunteers. Shawn has been getting calls from members regarding how they can help the Co-op.

## **NEW BUSINESS**

### **Expenditures**

Phil discussed a self-watering cooler for produce. The extension to the nearest drain will cost about \$1500. The vinyl covering for the ceiling tiles will cost about \$190. Covering for the wall behind the sink is also needed. The estimated cost is \$200.

Sara reviewed current funds on hand: \$6000 in the bank; loan approval for two \$5000 loans that will come due in June; a \$500 donation has been made and \$2000 in reimbursement is coming.

### **Membership Policy**

Gloria and Deborah will work on a new membership policy. The policy will need to be compatible with the technology available in the POS system to be installed. They will need a current list of members. They will check out what other co-ops are doing about membership.

### **POS System**

The CO-POS system will cost \$10,000 for two checkout stations and \$6000 for one. We may be able to start with one station and upgrade to a larger system when sales warrant it.

### **Business License renewal**

Sara will call each of us for personal information for the license form.

### **Next Board Meeting**

The next Board meeting is January 10, 2022 at 7PM in the Savi Bank meeting room.

The meeting was adjourned at 6:22 PM.

Respectfully submitted,

Gloria Shelton

Secretary of the Board of Directors

Anacortes Food Co-op

Approved 12-20-2022