

Woven Dreams Anacortes Food Coop

Board of Directors Meeting Minutes

July 12, 2022

Location: Savi Bank Meeting Room, Commercial Ave., Time: 7:00 pm

Meeting Facilitator: Chair Rachel Muntean-Salazar

Attending: Rachel Muntean-Salazar, Gloria Shelton, Tim Heiner (directors); Shawn Bell (general manager), Sara Holahan (bookkeeper)

Call to order: 7:05 pm

Roll call: in attendance: Gloria, Rachel, Sara, Shawn, Tim

Visitors: Open to Visitors, no visitors

Staff: Open to Staff, no staff except as noted

Approval of minutes from last month's meeting: Rachel, 2nd by Gloria, all in favor

Treasurer's Report: Phil and Tim have nothing to report, beyond attending initial board training via zoom; have not yet seen current financial statements and have not been sworn and signed to be representatives at the banks; Deborah mentioned, at the zoom board training, that an associate could offer quality training in this area, and all agreed that all that had an open calendar could benefit when this is scheduled

- Sara said that we are using QuickBooks online, which works well, with some limitations
- The target is \$20k/mo; June was \$16.9k, report was sent via email (copies attached, June and YTD)
- The current POS (Point of Sale) system does not support the new idea described last month-to-month
- had to buy a new machine - \$400 (the old one died after only 3 years)
- Rachel mentioned that Square works well at her business, and is relatively cheap, and has good back office support, but a recent vintage iPad would likely be required
- YTD – about \$3k down / \$500/mo from goal, P&L (June, and Jan 1 – July 12), and Balance Sheet (June 30) reports presented (attached) – about \$200 cash, plus inventory = about \$30k, have \$\$ owed to us that may not be realizable (in Accounts Receivable?)

Manager's Report (Shawn):

- Aura is still there, the review went well (with interruptions), Shawn reduced her hours a bit
- Sara is helping out under the volunteer program
- Building – new fan is helping, staff and customers have noticed
- Toilet is broken, and may need new guts, has to be reset frequently
- Five new members!
- Customer comments – customers won't buy some stuff if it has been in the heat too long, some product is too hot some days
- Freezer struggles when temperature gets too high
- Top customers by sales report handed around (attached, time frame was not specified)
- most customers don't spend a lot / only a few are over \$100/month
- some that were higher earlier in the year have dropped lower

Old Business

Board/Committee Recruitment: It would be nice to recruit someone with experience in Retail, Real Estate, Shawn suggested asking Skagit College if any students want internship experience

Committees:

- **Volunteer** – Deborah will lead
- **Ad** – ideas include Ahra, Phil Cohen's daughter
- **Product** – Possible ideas for small orders include meat
- Snow Goose – would have to pick up, Rachel & Miriam will look more
- Maybe have a minimum \$\$ for CC use, or a surcharge below the minimum
- idea – 1% discount for cash? Would have to be careful, cannot apply to beer and wine sales, change jar can help
- How can we collect info on improving/changing inventory ideas, general and specific? Can we analyze trends in the data?

Board Calendar: tabled until next meeting**Finding New Employees:** had three applications, two were under 18,

- one might be a good fit, though there might be issues with lifting, currently at the family center and wants/needs a job, wants proper training to make sure the job can be done well, Shawn requested a Board Member sit in on the interview, and Rachel volunteered
- consider discontinuing beer and wine sales to increase options?
- old employees to help cover for August when Shawn is gone? - Rachel will reach out to one idea

New Lease

- Candy (owner rep) mainly concerned about bad actors – re language about painting
- some board members still worried about the language
- we have little (or no?) documentation about the initial condition before moving in
- commitment has been mo/mo for a long time
- Shawn and Sara very concerned about making a year commitment, they are not fans of the current location, and would seriously like to make a commitment to moving, even if it means closing for awhile
- the options are sign, and be on the hook for a year (or at least the \$\$), or continue mo/mo and risk being given 30 day notice to move out, and it has been difficult to understand the motivation of the landlord when the existing arrangement has been working for a long time
- there was discussion about the disadvantages of the current building, with ventilation being number 1, followed by parking, small size, poor layout, front step (not ADA compliant), power issues, employees that have to work there do not like it and do not want to stay
- insurance expense may go up, even in the current location
- members have been covering the shortages when sales did not cover costs, but this cannot be counted on indefinitely
- How can we get members behind putting a new vision together, that includes a new location?
- NAPA – building – the owner would very much like to work with us to get us in there, possibly sharing with the Nurse coop

New Business: tabled, it was agreed that we need another board meeting asap to discuss the lease/location situation.

Open to Board:**Open to Visitors:****Set next meeting date and time:**

- an emergency meeting will be scheduled, in person and/or zoom, asap
- the normal time date for the August meeting will be August 9, 7 pm, Savi Bank Meeting Room

Adjourn: Rachel, Tim 2nd, all in favor, 8:41 pm

Minutes submitted by
Tim Heiner _____

Minutes approved on _____

_____ Phil Cohen

_____ Deborah Craig

_____ Tim Heiner

_____ Rachel Muntean-Salazar

_____ Gloria Shelton

Anacortes Food Coop

Profit and Loss
January 1 - July 12, 2022

	TOTAL
Income	
Interest Earned	0.11
Membership Dues	75.00
Other Income	1,350.00
Over and Short	-29.51
CCD Over and Short	3.74
EFT Over and Short	-73.60
Total Over and Short	-99.37
Sales	110,692.85
Sales of Product Income	
Discounts Given	-2,119.67
Total Sales of Product Income	-2,119.67
Uncategorized Income	1,000.00
Total Income	\$110,898.92
Cost of Goods Sold	67,053.19
Cost of Goods Sold	1,570.01
Shipping, Freight & Delivery Cost	
Total Cost of Goods Sold	68,623.20
Cost of Goods Sold-1	-550.60
POS Inventory Adjustment	1,741.55
Total Cost of Goods Sold	\$69,814.15
GROSS PROFIT	\$41,084.77
Expenses	
Advertising	35.00
Bank Charges	60.00
Merchant Service Charges	3,238.66
QuickBooks Payments Fees	157.68
Total Merchant Service Charges	3,996.34
Insurance	333.42
Interest Paid	444.66
Payroll Expenses	
Taxes	
Wages	31,152.89
Total Payroll Expenses	23,016.17
Purchases	26,169.06
Rent	30.00
Repair & Maintenance	6,400.00
Shipping and Handling	272.00
Software Fees	12.50
	2,030.78

Anacortes Food Coop

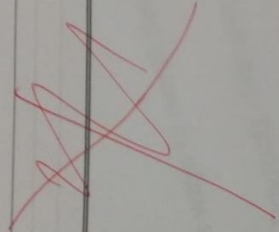
Profit and Loss
January 1 - July 12, 2022

	TOTAL
Supplies	625.33
Tax on Purchases	665.88
Taxes and Licenses	523.18
Uncategorized Expense	110.00
Utilities	3,687.20
Total Expenses	\$44,801.35
NET OPERATING INCOME	\$ -3,718.58
Other Income	
Gifts not in Income	1,100.00
Total Other Income	\$1,100.00
Other Expenses	
Accounting Fees Given	442.93
Total Other Expenses	\$657.07
NET OTHER INCOME	\$ -3,059.51
NET INCOME	

Anacortes Food Coop

Balance Sheet
As of June 30, 2022

Net Income	TOTAL
Total Equity	-2,371.00
TOTAL LIABILITIES AND EQUITY	\$20,418.21
	\$22,103.56



Anacortes Food Coop

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Insurance	3,456.34
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Payroll Expenses	444.66
Taxes	
Wages	3,152.89
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Anacortes Food Coop

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Total Other Income	\$1,100.00
Other Expenses	
Accounting Fees Given	442.93
Total Other Expenses	\$442.93
NET OTHER INCOME	\$657.07
NET INCOME	\$ -3,059.51

Anacortes Food Coop

Profit and Loss
June 2022

	TOTAL
Income	0.03
Interest Earned	25.00
Membership Dues	50.00
Other Income	-5.20
Over and Short	3.74
CCO Over and Short	-1.46
Total Over and Short	16,923.92
Sales	
Sales of Product Income	-259.86
Discounts Given	-259.86
Total Sales of Product Income	\$16,737.63
Total Income	9,541.38
Cost of Goods Sold	535.50
Shipping, Freight & Delivery Cost	9,876.88
Total Cost of Goods Sold	10,412.38
Cost of Goods Sold-1	-46.80
POS Inventory Adjustment	72.70
Total Cost of Goods Sold	\$9,902.78
GROSS PROFIT	\$6,834.85
Expenses	
Advertising	35.00
Bank Charges	10.00
Merchant Service Charges	532.86
Total Bank Charges	542.86
Insurance	83.33
Interest Paid	56.57
Payroll Expenses	479.21
Taxes	3,582.70
Wages	4,061.91
Total Payroll Expenses	9,000.00
Rent	285.00
Software Fees	509.79
Supplies	161.45
Tax on Purchases	93.27
Taxes and Licenses	638.99
Utilities	
Total Expenses	\$7,368.17
NET OPERATING INCOME	\$ -533.32
NET INCOME	\$ -533.32

First Name	Last Name	Birth Date	Total Orders	Total Order Amounts
Corinne	Saylor*		28	3850.27
Shawn	Bell*		138	3807.89
Sara	Holahan*		57	3029.88
Emilie	Rankin*		20	2099.69
John	Hermanson		14	1712.89
Miriam	Fein*		20	1533.11
Tom & Rachel	Savage*		21	1514.76
Kristi	Hein*		24	1419.13
Philip	Cohen		47	1381.60
Leanne	Lunsford-Haywood*		22	1358.14
Erwing	Flores Zacarias		24	1280.04
Maggie	Collinge*		22	1225.54
Bunny & Tim	Heiner*		21	1090.25
Matt	Castle		17	1028.10
Evelyn	Boykan		34	923.89
Sarah	McPhee*		23	870.18
Molly	Johnson*		17	849.56
Heidi & Richard	Deleon*		40	834.70
Kathryn	Alexandra*		35	803.11
Julie & Rian	Berry		13	755.33
Kris	Jondle		9	693.59
Laura & Reid	Harrison*		9	689.44
June	Gardner*		9	652.14
Linda	Stevens*		11	647.46
Gloria & Ken	Shelton*		21	618.28
Eric	Becker*		25	588.92
Nancy	Fisher-Allison		9	569.96
Evelyn	Adams*		13	567.11
Tom & Andrea	Petrich*		28	558.58
Yoli	Quevedo		11	493.57
Amy	Arisco*		14	493.06
Louise	Riersen*		8	475.48
Frances	Burleson*		10	475.48
Bobbi	Krebs-McMullen*		24	464.44
Paula	Escher*		24	453.16
Robin	Neuman		9	446.00
Monica	Ochs*		21	430.65
Gretchen	Lillie*		12	421.83
Ann	Hostler*		8	402.34
Maria	Weichko		8	399.10
Susana	Gilbertson		19	393.91
Robert	Dickinson		11	387.81
Sam	Barr		20	380.54
Deborah	Martin		13	364.73
Laurie	Woolworth*		13	359.65
Andrea	Hawkins		7	358.60
			7	345.24
			17	

Sandy	Will*	103.82
Cassie	Walker*	103.02
Nancy	White*	102.48
Byron	Yates	102.13
Sarah Lou	Weber	101.96
Martha	Harper*	101.00

100

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Jill	McDougall	335.86
Carolyn	Cochran*	334.28
Karla & Dave	Brunner	328.17
Linda	Krippner	325.23
Shannon	Pickens	318.66
Emily	Nelson	311.76
Kate	Scott	284.25
Bonnie	Stijohn	283.87
Larry	Bullis*	279.17
Kaitlin / Michael	Santoro*	273.61
Frea	Gladish	271.59
Sequoia	Ferrel*	257.19
Carolyn	Chung	255.64
Holli	Watne	253.29
Barbara	Gaffney*	248.78
Pat	Jackson*	246.39
Henrika	Stich	232.54
Cathy	Wissink	222.60
Holly & Kevin	Green	220.59
Susan Lavell	Warm	217.54
Candice	Bentz	214.74
Janet	Lowry	211.05
Elke	Macartney	210.87
Kimberley	Stanard	204.06
David	Jackson*	201.19
Sally	Brown	197.30
Susan	Muntean*	172.66
Chantal	Jones	171.69
Kay	Pelletier	166.05
Camellia	Smith*	166.00
Laurie	Mccool	162.74
Collin	Schiltz*	156.25
Carolyn	Stewart	155.41
Jesse	Cox *	147.93
Michelle	Scoville	139.19
Brenda	Ledeem*	127.29
Kamiyo	Cornett	127.26
Timothy	Culbertson*	124.63
Rob	O'Hagen	120.74
Maddy	Horwith	117.73
Jacynda	Myers	112.94
Anastasia	Wheeler	112.39
Marlo	Brencick*	108.56
Tina	Cooley	107.95
Joe	Cummings*	106.43
Sandi	Luciano	106.14
	York*	105.57