

Anacortes Food Co-op Board Meeting Minutes

Date: January 10, 2023

The meeting was called to order at 7:08 PM.

Present: Phil Cohen, Tim Heiner, Shawn Bell, Gloria Shelton, Deborah Craig (on Zoom).

Treasurer's Report: Given by Shawn. Bank of the Pacific \$3916.72; Heritage Bank \$15,626.68. There is a reimbursement check on the way. World Pay charges \$168/month for all credit card transactions, no individual transaction fee.

Old business:

The panel for the translucent sign will cost \$1970. Tim talked to Phil and Shawn about refurbishing the old sign.

Lease review meeting: Jan. 17, 2023 at SaviBank at 7:00 PM.

General discussion about Co-op membership policy. Gloria reviewed her ideas for a revised membership policy to simplify bookkeeping. This plan doesn't provide for the "share concept" necessary for the Co-op legal status. Need to review current membership situation. Sara will send out a PDF with membership information.

New Business:

Phil's Progress Report: They are putting the wiring in the walls today and working on overhead wiring. Plumbing passed inspection. The front door is in and looks good. The rear door is in, also. Main power runs underground from the NE corner of the building to the panel near the bathroom. Sheet rock takes two weeks to dry, then they can finish work. The Health Dept. inspection (food establishment) is Jan. 30, 2023.

Gloria volunteered to attend the Farm to Table Trade meeting on 2/7/23; she will pay for her own ticket. Shawn noted that Rachel Savage was interested in attending.

Change in Governing: Deborah made a motion that Phil be appointed as the AFC Chair and sole signer for the lease and other legal documents. Tim seconded the motion and it was unanimously approved.

Deborah volunteered to do the newsletter while Sara is away. We discussed having a regular ad in the Clamdigger when the Co-op reopens.

A budget is needed for the reopening. The estimate of \$6 - \$10,000 for products appears to be very low.

Shawn will be meeting with staff to discuss outreach and work plan requirements. A produce clerk will be needed or one of the existing staff will take on this role. Pay for this position would be \$15.34/hour; it's not a full-time position; perhaps 10-15 hours/week.

The Grant: Changing the address on the Grant is a problem. No submissions in January. So far about \$2600 has been submitted to the Grant.

Orders: The walk-in cooler has not been ordered. The POS system (\$40,000) has not been ordered. The plan is to start-up with the old system and evaluate.

Shawn is ordering specially built dry product stands from a custom wood worker. A small check-out stand will be needed, also.

The Co-op has applied for a NWCDC loan? Did we get it?

The SVCC has offered some free carts to us. Discussion about how many we can use and have room to store.

The meeting was adjourned at 8:26 PM

Meeting Minutes Approved on February 14, 2023

Deborah Craig

Phil Cohen

Tim Heiner

Gloria Shelton