

Anacortes Food Co-op
Board Meeting Minutes

Date: March 13, 2023

Meeting called to order by Phil Cohen at 7:11 PM.

Attendance: Phil Cohen, Tim Heiner, Sara Holohan and Shawn Bell present at SaviBank and eating cookies; Deborah Craig and Gloria Shelton present on Zoom.

Minutes of the previous Board Meeting were unanimously approved without correction or addition.

Treasurer's Report: Sara Holohan

Tim is assuming the position of Treasurer and Sara is training him. Tim now has access to all financial information and the Quick Books software. Working to get Tim on the bank accounts.

It is some time since an audit has been performed. It should be done soon.

Current bank balances: Heritage Bank \$22,000 and Bank of the Pacific \$3700. This includes an additional \$5000 short term/no interest loan and \$400 from the GoFundMe page.

No recent submissions on the Grant. Sara talked to the liaison today. Product brand names can be changed for similar products. Installment payments are covered, but the end date is the same.

Manager's Report: Shawn Bell

Shawn is taking seminars at the Small Business Center in Mount Vernon. The most recent seminar, on hiring new employees, was particularly apt and will be useful in writing job descriptions.

Shawn met with Steve's Electric to confirm location of wall outlets before the dry wall is installed.

Old Business: Phil Cohen

Dane Armstrong is working with the City to add another parking spot on the front of the building. This could impact the lighted sign. Waiting to see what happens.

Dane has hired an attorney to draft a new, simpler lease agreement.

Visited the job site at 1:30. Expect 4 to 5 for completion. Move in approximately end of April. Shawn asked for a date on the completion of the dividing wall, as this impacts access to and moving of the freezer units. A more precise end date should be available in 2 weeks.

Phil made a motion to postpone the Annual Meeting until July. Gloria seconded the motion and it was unanimously approved.

Sara is applying for a credit card from Heritage Bank. This would be used for items to be purchased on the Grant.

Shawn has provided floor plans. There is not as much room as we think. Tim will build produce display stands. Fresh baskets and crates will be used for produce display.

There is no room for the walk-in cooler previously discussed.

The Catapult POS system is not a good fit for current Co-op needs.

We have received a quote from Dick's for a True brand merchandizing freezer. It's 72" long and has 3 doors. The price is \$12,500. Shawn needs to check this out to see if it meets our needs and will fit in the layout.

Gloria made a motion that the Board approve \$15,000 to buy the freezer asap if it meets our needs. Phil seconded the motion and it was unanimously approved.

Sara discussed the need to contact vendors to confirm their status. Gloria will provide a list of contacts from the Farm to Table workshop.

New Business: General Discussion

Sara has received a quote from Revel to update the existing POS system and acquire a second check-out station. The stations will have integrated inset scanner/scales. Additional support will be available. The major advantage of staying with the existing technology is that current staff are comfortable with it and can train new staff on its use. This is very important in light of the limited time and resources. Gloria emphasized the need for a customer-facing screen so that members can see their order as it is being entered.

Phil made a motion that Grant funds be used to purchase additional wire shelving, like ones that the Co-op already owns. The motion was seconded and unanimously approved.

Shawn noted that it will take a while to get new employees on board, especially with not storefront. He is reworking the job descriptions based on what he learned recently, with the goal of attracting and keeping new employees. Sara mentioned that she is willing to work in the Co-op.

Phil offered his planning software and skills to help with scheduling store opening.

An up-dated budget for store opening is needed.

Deborah will provide information on an up-coming workshop on "Marketing Your Coop". This could help us develop and write our marketing plan.

Shawn needs to inventory dry and frozen food stored at other locations.

Proposed fund-raising event at the Brown Lantern on hold until after opening. Gloria working on this.

Gloria looked at speaking opportunities to promote AFC last year. Other volunteer groups in town don't want a specific "sales pitch". This limits presentation. Don't give up on the idea.

Not considering changes to Membership Policy at this time.

Anacortes Farmers Market will provide a space for the Co-op every week, if we want it. Gloria has offered the use of her 10' X 10' "Easy Up" canopy for this purpose. Sara suggested that volunteers be recruited to staff the event.

The meeting was adjourned at 8:45 PM.

Respectfully submitted,

Gloria Shelton

Meeting Minutes Approved on April 11, 2023

Deborah Craig

Phil Cohen

Tim Heiner

Gloria Shelton