

DRAFT
Anacortes Food Co-op
Minutes of the Board of Directors Meeting
9 May 2023
Savi Bank Meeting Room, Anacortes WA

Attending

D – Deborah Craig, by zoom

P – Phil Cohen

Sa – Sara Holahan

Sh – Shawn Bell

T – Tim Heiner

Absent

Gloria Shelton

Rachel Muntean

Call to order at 7:10 pm by Phil Cohen

P – passed out updated construction document (emailed to Deborah)

Previous minutes were approved without change.

Financial Report - Sara

Sa - \$,787.34 in the Bank of the Pacific (BoP)

- this account and amount are earmarked for opening expenses, including re-stock
- \$12,339.56 in Heritage Bank
- Grant reimbursement check is due in the mail
- there are a few small on-going expenses
- \$800 in donations are included above, from the ask in the last newsletter

Manager's Report – Shawn

Sh – we emptied the storage locker, and Gloria returned the boxes she had been storing

- did inventory of stock, most is still within the sell-by date
- need to get what is stored with Karin, and inventory it with attention to expiry dates
- it is hard to attract employees with no store or firm opening date
- people around town are excited about our new location and looking forward to the Open
- most other stuff he might talk about will be covered later – End

Old Business

Employment and Volunteer applications

Sa – nothing from the Clamdigger, we are listed with Work Source – one applicant

- is it ok to ask other co-ops to list our help wanted in their newsletters and bulletins?

D – it's ok to ask them

Heritage Bank VISA application

P – turned down, but encouraged to apply again in a few months after we are open and can show strong operations and balance sheet

D – consider applying with the local credit union

P – COVID funds helped with our cash flow, but were a negative to Heritage, since we were underwater without them

Sa – consider applying with BoP, but really wanted the credit to help with the Grant spending, and will have limited need for a credit card later

Sa – there were five responses to the Volunteer ask in the last newsletter – Greeters, Cleaning, but none to help with the web site

WSDA Grant update

Sa – we asked for 129k, and were approved for \$109,310

- spending to date – Sara has a complete spreadsheet with each line item

- in summary, receipts for \$32,513 have been turned in, with about \$5k of receipts so far for the next reimbursement request

- we have been handicapped by a lack of up-front funds, but loans by members have been very helpful

P – the coolers that we most want cannot arrive in time to meet the Grant deadline

Sh – Sara has noted that we could buy coolers that are in stock that have warranties

Sa – the Grantor is working with us – we got the sign expense approved, plus the POS, shelving, and the checkout stands

P – we could go to Dicks and look at what is in stock. It is better to have newer coolers with warranties.

Sh – wishes that the in-stock coolers were closer to what we prefer

- there are still two coolers available from the Climate Arena at \$8k each

Revel POS

Sh – the Revel system arrived. Brought parts to Tim's workshop to layout and guide the check stand design and construction this morning

- the tutorials are more geared toward restaurants, and do not mention the scale; will likely need to spend time on the phone with tech support when it is time to hook it up

- need to make sure the POS system is suitably isolated from the new HVAC system that is going in – any air angle that is not straight down will be desired

Construction Update

P – four of us have been meeting weekly and working together even more frequently – does Deborah have any questions?

D – what is the projected opening date?

Sa – Soon – the concrete was cut for the main door today, and the door will go in soon, and the dividing wall is up

P – 2 – 4 weeks

Sa – the change of address for the Business and other licenses is complicated, almost like starting from scratch for some

- we can open while the Liquor License is pending

- SNAP/ Food Stamp license – the move is like starting over, and will take about four weeks

- Have to put Notice of Application for Liquor License in the window tonight, and display for at least two weeks (Note – after the meeting adjourned, those that attended in person went to the new location and posted the Notice.)

Marketing Seminar

Shawn and Tim attended the Co-op marketing Seminar on 4/24 and agreed that the time was well-spent, but the discussion today centered on the next one, scheduled for 5/23.

Those who had attended in previous years recommend this, and agree that Shawn would be the best fit to go.

Shawn will try to go, but has to resolve a schedule conflict.

There was no other Old Business

New Business

County Food Handlers' Permit Inspection, scheduled for Tuesday, 23 May 2023

- much work has been done, and continues to get done, to be ready

Sustainable Connections Mixer on May 23

(see above, Marketing Seminar, in Old Business)

Cooler Purchasing

- see above, in Old Business

New Vendor Form

Sh – wants data of what is in other stores, like Safeway and The Market, that Co-op Members like.

Wants to design a form or post card that people can use while shopping to make note of which products that they like to buy that are within arm's reach – not too high or low (the highest volume/margin/desired section of the shelves) to take advantage of the experience of those stores

D – loves the idea of engaging members to help choose the stock for Their Co-op

P – It's good to have volunteers. We should ask once we are open. Also, we can pass the cards out at the Farmers' Market in Anacortes – we have an open invitation to have a booth every Saturday that we can have volunteers to staff it.

Sa – maybe we can mail post cards to members

Sh – and ask them to return them in person to the newly open Co-op, which will help bring them in

Food Stamp SNAP/EBT enrollment

Sa – in process, passed out declaration forms that each Board Member needs to review and sign

Weekly Construction coordination meeting

P – any questions?

- this (two page spreadsheet, handed out/emailed) is a partial list, it helps highlight the most important things to do, and helps keep us on track, and closer to knowing the date we can open

- hasn't seen the new lease

- has no idea, yet, what the costs are for our special plumbing and electrical needs, or how they might be charged directly or included in the lease

- hopes to get the lease and the answers by the end of the month
- as a guide on what to expect, we paid for the supplemental gen-set electrical panel, and other changes, like the floor drains, have been mentioned
- the HVAC system should be installed within two weeks – we expect to have AC by 5/23!
- no updates on the parking lot questions
- Sign Dog plans to put the lighted sign up on the pole tomorrow
- we can start stocking the store on 5/24, assuming the health permit inspection on 5/23 goes well-spent

Other New Business

D – there was talk of a fund raising event with music

P – the Grand Opening is to be in July, after we have all our permits for SNAP/Food Stamps, Liquor License, etc.

Sh – spoke to Gloria, who has a connection at the Brown Lantern, she wants to wait until we are open

P – we moved the Annual Meeting to July

Sa – we need to pick a date for the Annual Meeting

P – should we have it at the Store?

Sa and Sh – No

Sa – we can do pizza at the Library

P – who can supply the Pizza? Mod? Village? Pizza Factory?

Sa – let's decide the menu next month

General – looking at Tuesday, 7/11/23, food at 6:30, Meeting 7 – 8, then wind down, perhaps involve Lopez Ice Cream and make it an Ice Cream Social (Note, after adjourning, Sara looked at the Library booking, and 7/11 is not available; she will look at all our options and we will update by email consensus.)

D – How long from open to Annual Meeting?

P & Sh – about 5 – 6 weeks

Sh – maybe do the Grand Open a week before the Annual Meeting, to build support and excitement, and expand the pool for recruiting new/more Board Members

Schedule the next weekly construction coordination meeting

All – after discussion, set for Thursday, 5/18, 9:30 am at Good Bagel, subject to cancellation since the attendees will be meeting and working together almost daily between now and then.

Adjourned at 8:17 p.m.

Minutes Approved June 15, 2023

Phil Cohen

Deborah Craig

Gloria Shelton