

Anacortes Food Co-Op  
Board Meeting  
Tuesday, 12 September 2023, 7 – 9 p.m.  
by Zoom

Ref. Minutes, sent out

All logged into zoom by 7:05

Attending

Board Members

- Debora, Gloria, Tim

Managers

- Sara, Shawn

Manager's Report, Shawn

- Judas is awesome!
- Avery is excellent!
- Surprise visit from L&I
  - o Somewhat confusing
  - o Private interview with Avery
  - o Will try to anticipate – they were very demanding of time, and asked impossible questions
- 5 new members in September, so far
- New members in August, too
- Now have our beer and wine license in place
- FRP installed in shopping cart area, need to find electric outlet plug covers, or replace
- Knife sharpening (?? Did not hear context)
- Now have salads, trial sold to employees in co-op
- Will have sandwiches soon
- Gloria – question about members (?)
  - o Shawn – Avery is very good at promoting and selling memberships, Judas has also been selling memberships
- Deborah – asked about the co-op principles posters she sent, Shawn – not opened yet, did not want to risk them, Tim will retrieve and frame them
- Shawn, had to move the ladders for the L&I people
- Shawn, wants to display art and artists in the large open spaces
- Sara, Ralphs, no poster (? Conversation moved on, did not note context, alas)
- Shawn and Sara, no outside cooler plan, yet

Previous Minutes approved

Financial Report, Sara

- Membership sales are still reported in Sales, a legacy of how QuickBooks were set up
- Hopes to have training to improve how we use QuickBooks
- Showed Sales Report (incorporated herein)
- Had our first triple net charge in our new space
- Updated Sales Report from Draft sent out earlier – August

- July was similar, but was not a full month
- Showed a Google doc of our Cash and Uncleared Checks
  - o Enough Cash to cover current expenses and loans due
- Showed pro-forma draft budget (see)
  - o We need higher Sales
- Noted that Board members are interested in weekly Sales posts
- Sales – most are between noon and 4 pm
  - o Staffing – two people during those hours, one otherwise...
  - o Weekends are slow
  - o Shawn – mid-week is best, Friday is hot and cold, more later in the day than in the morning
  - o Shawn – has been training Avery on Produce – doing very well

#### Annual Member Meeting, 28 September 2023

- Gloria, will be late, has class that day
- Time – 6 – 8 pm, Anacortes Library
- Several board members are in their second year, so we continue to seek enthusiastic and talented new board members
- Gloria – new demands mean that she will not seek to continue on the board after her time, but will continue to contribute
- Side issue – signs, parking, on roof, on south side, A Work In Progress...
- Gloria – a member roster of members in good standing would be good to have at the Annual Meeting
  - o Sara – have to be in good standing to vote
- No By-Law changes are proposed
- Will have tonic water, other beverages, also cookies and chips, and hot water for tea
  - o Gloria – good to have samples of our products to show, will drop off tea press to use
- Debora – State of Co-Op message?
  - o Shawn will make a simple one
- Gloria – we will recruit for volunteers for marketing, etc.
- Sara – will look at committee sign-up sheets
- Shawn – questions are coming in about how to help the community, maybe set up an Outreach Committee?, other groups are out there to interact with, example – Hospital outreach to healthy places to shop, there may be Grant possibilities to the hospital
- Sara – the Farmers’s Market is over for the season, now is the time to try for more from Schuh Farms
- Debora – what else can we ask about/for?
- Shawn – looking at ideas to quantify metrics from our ads in the Clam Digger
  - o Discount if shoppers ask about member meeting?
  - o We have snacks!
- Sara – we need an agenda at the meeting, perhaps including recent Board Minutes?
  - o May want to post board minutes on-line at some time...
- The meet and greet is from 6 to 7:15, business is 7:15 – 8:00

#### Kelli Lang marketing presentation

- Phil handed this off to Tim
- Will happen tomorrow – 13 September
- Tim noted bullet points of planned presentation

- Verbal, no powerpoint or other electronic
- Will have flyers (thank you, Sara!)
- Will have small swag basket of sample of what we offer
  - Many inexpensive, but exclusive items, with a large bunch of fresh carrots!
- Follow up
  - Presented on 9/13 at Kelli's new location
  - Large crowd over the afternoon, several dozen hear the presentation, way over 100 had the opportunity to pick up flyers and look at the swag basket, over a dozen nearby clapped when Tim finished (blush!)
  - Tim listed a number of the farmers and other suppliers that we rely on – one fellow gave me his card, said that about a quarter were his clients, and asked that I email him a reminder to our annual meeting, I did, he replied, and hopes to attend

#### Chamber of Commerce

- Cost would be \$120 / year
- Tim will research benefits and report
- Tim confirmed that, even with our lapsed membership, they host our flyers in the visitor center

#### Grant Updates

- Sara – the grant people have been very helpful
- We have about \$45k left, and the grant has been extended (to next March?, notes not clear)
- Looking at outside cooler/freezer option, perhaps a 10x10 generic
  - Would need a pad, question on whether pad should include room for back up generator, question on whether pad would impact open ground rain infiltration area, question on plumbing needs, question on financing – loan?
  - Shawn – would need a minimum of \$15k - \$20k down payment to proceed
- Need new cooler specs, all data so far from earlier ideas to have walk-in cooler indoors

Shawn – will write up an incident report on L&I visit

Gloria – logged out of zoom meeting at 8 pm, and the meeting no longer had a board voting quorum.