

Anacortes Food Co-op

Board Meeting Minutes

June 15th, 2023

In Attendance: Phil, Sara, Shawn, Gloria and Deborah

1. **Approve minutes from last meeting** - Minutes are approved.

2. **Manager's Report** –

Shawn reported that he has been interviewing potential employees and will make a job offer to one of them. He is hoping to train the new employee next week.

Shawn is trying to determine target day for opening – possibly Wednesday, June 28th.

3. **Bookkeeper Report** – (document attached)

Report on grant spending and reimbursements. Waiting on approx. 20k in reimbursements which will be used to pay back borrowed money. Sara will talk to members about extending time for repayment. Suggestion to apply for another, longer term loan from NWCDC.

Currently we have only about 8k for opening.

Grant has been extended to March 2024

4. **Sustainable Connections Mixer May 23** -

Shawn attended – event held at Cloud Mountain Farms. There was low turn out, but Shawn did connect with a couple vendors about new products for AFC. (lots of hot sauce vendors!)

5. **New Vendor form** - Tabled for another time.

6. **Construction Update** –

Phil reported that work has been completed on the inside of the building. (although we need to look into a water leak) Phil reported a lack of progress on the parking lot. A walk way and tire stop curbs need to be put in. Still need to

work out where the dumpster will go. There was conversation and concern expressed about sharing the parking lot area with the detail shop in back. Question was raised about city requirements for garbage and recycling pick up.

Discussion about signage to indicate parking in rear. Needs to be seen from Commercial street.

Discussion about awnings and putting AFC name and "parking in rear" on awning.

7. Coolers/Freezers for sale –

One cooler was sold. Phil will update brochure to include 6 ft Deli case. Gloria contacted Snow Goose Produce – they might be interested. Shawn or Sara will coordinate to show any potential buyers.

8. Lease Discussion –

Board discussed the specifics of the proposed lease. Phil met with Ryan and made some changes: only need 1mil liability insurance, took out need for guarantor. Some Board members expressed that they thought it would be hard for the co-op to make the rent and triple net payment in the lease. Board agrees we need a new budget with projected revenue to determine what we can afford. Phil and Gloria will work together on the budget and send to Board members.

9. Annual meeting and Board election –

Board decision to postpone the annual meeting until Thursday, September 8th and will take place in the store. There are three open positions on the Board. Gloria plans to run for re-election. Board discussed hoping to have a seven person Board. Board and management were asked to submit names and contact info for potential Board members – Deborah will contact people about running for the Board.

10. Security System –

Deborah will look into security systems used for small retail business and will report back to the Board.

Approved 7/09/23