

## **Middlebury Natural Foods Cooperative**

### **Board of Directors Meeting**

**March 28, 2012**

**Approved 4/18/12**

**Board Members Present:** Kristin Bolton, Ilaria Brancoli Busdraghi, Joseph Cadoret, Ross Conrad, Francisca Drexel, Mary Gill, Kevin Lehman, Jay Leshinsky, Karen Miller-Lane, Tam Stewart.

**Board Members Absent:** JS Woodward

**Others present:** Victoria DeWind (staff liaison), Glenn Lower (General Manager).

**Board Monitor:** Tam

**Call to Order:** Jay called the meeting to order at 6:00 pm.

**Member's Business:** Kristin reported a conversation with Marc Cesario about his frustration with customer service for getting a poster onto the bulletin board. He also suggested MNFC consider a deli counter for local fresh meat.

Other member's business included a suggestion that MNFC should carry bread from Vergennes Laundry and that the Facebook page had too much of a staff focus.

It was suggested that this kind of member business could be "discussed" more productively and efficiently on Basecamp but it was also acknowledged that member-owners are better represented during meeting time. The consensus was to do both.

**Approval of Minutes:** On a motion made by Ross and seconded by Ilaria, the minutes of February 15, 2012 were approved as amended with all in favor, Kevin abstaining.

**GM Report:** Changes in MNFC discount structure are being planned. Ross thought it is a good plan but asked if there is a way for people who are not in Three Squares or WIC, but would be eligible, to sign up for Food For All. Would they have to show a tax return or would it be an honor system? Kristin felt already established guidelines should be used so people don't abuse the program and compromise the Co-op.

Currently EBT is 1% of sales (\$11,000). Senior discounts are currently \$100,000. There will be an education effort over the summer with changes in the discount structure effective in September. Age for Senior Discount will stay at 60.

The cost of insulation work on the store building is being shared by Breadloaf as original construction fell short of expectations. To date, \$6,000 has been spent. A 25-35% improvement has already been realized. Solar hot water has already been in use and electric usage is too much for photo voltaic cells.

### **Monitoring:**

EL4 – Financial Condition – It was noted that staff development is under budget. Glenn said that was from "belt tightening" on training, not wages, last year. Next year it will double. Debt/Equity balance is very good and will help with the HOPE project.

Kristin moved, seconded by Ross, to accept the EL4 monitoring report. All voted in favor.

EL9 – Buying Criteria – Tracking now for local and organic is fairly efficient as Scott has flagged the scanning system. For items not scanned or have the same PLU for local and imported, organic and conventional produce, they are tracked manually by going through accounts payable invoices. Organic sales are up store wide by 2%. Local is showing a decrease to 23.7% from last year. Glenn thought half of this decrease came from impacts of weather challenges and less local items in the weekly sales program. The other half he thought may be from how the tracking system is flagged. The system now shows a discrepancy where it should be the same. So Glenn reported being out of Compliance.

Francisca asked if other Co-ops are tracking sales. Kristin said City Market has a bar code for each vendor. She asked how departments estimate their percentage of sales as local and suggested this be included in the report and do more frequent monitoring. This plan just monitors; it does not generate more local and should be updated more often. Glenn confirmed tracking will take place more often and will focus on the 90% that is easier to track. He will work on a plan for increasing local and organic and update this in the GM report.

Consensus was that the monitoring report was: 1: on time, 2: reasonable interpretation, 3: data provided was sufficient 4: severity – Board has given direction to Glenn. Jay moved, seconded by Tam, to accept the EL9 with a plan to come into compliance. All voted in favor.

**Executive Committee:** The committee is working on a revision of conflict of interest, verbal and written, for the next meeting. EL9 changes will come at the next meeting as well. GP5 will not have a formal change to include the management team but it will be considered good practice.

**Next Meeting:** April 18 with Glenn on speaker phone if possible.

Business Plan and Budget

Local vendor policy

BDC - elections

**Adjournment:** The meeting was adjourned at 7:00 pm on a motion by Tam, seconded by Ross. All voted in favor.

Respectfully submitted by Victoria DeWind