

Board of Directors Monthly Meeting

Fort Collins Food Co-Op

February 28, 2023

Agenda

5:39 p.m.

- Welcome to Aisha Martinek!
 - Staff and BOD intros

5:39 p.m.

- Approval of Minutes from Retreat
 - Michael motions
 - Regina seconds
 - Notes approved

5:40 p.m.

- GMT / Store Report & Q&A from BOD and Member-Owners in attendance
 - Chris: Questions on budgets from Tara for last year?
 - Asma: Why do you think January is not good?
 - C: Down ~5%. Costs were down, so might not be as bad as last thought. February down ~2%. Steph and Chris have met with all department heads on product availability, strategy, buying going forward. "Getting ahead" with new buyers who are doing amazing but are eager buyers. Lot of money tied up in merch right now. Encouraging selling off before buying new things, realizing where cash is tied up, where everyone might improve. Don't know what to say about products not being what hoped for. UNFI has had issues shipping products: Missing products, Mis-shipped products to other stores. Issues in their shipping department. Waiting for credits on products not received. Approaching full staff now. Been tight last few months with Chris and Samuel out for surgical leave, each five weeks. Torrey: New hire; Chris getting up to speed.
 - C: Minimum wage increases this year. Have had to bump middle-managers up in pay appropriately. State compensation for paid time off; seeing how many hours have to work with. Colorado law: Need to provide proof of retirement savings account; free service, Co-op can't match. Unexpected audit, two in last year, for workers comp and unemployment insurance. (Time to gather documents, talk with responsible parties.) SAM re-registration coming up: Government requirement for grant writing. Would like to ask Dana to be "that person" for us. Or Chris could become notarized person. Ok with you all if Dana is willing to do that?
 - A: Talked about Dana writing grants at Retreat. Could look at it, see what's involved.
 - C: Says representative should be employee.

- A: Better to have employee.
- C: When talking about structure with new hires, say they can bring complaints to us or board; passed out sheet. Next Member Appreciation week is week after spring break March 19-25. John Gascoyne, founding member and lawyer who has recently voluntarily disbarred, is reviewing condo association documentation. Mary Davis has declined to review.
- M: Marketing committees with website, social media, advertising, etc.
- C: Samuel can promote products. Small difference in shopping per day would make a difference for us on year-end numbers.
- Jake: Product sales: Schedule for these?
- C: Newsletter: Samuel creating ad-hoc. Now random and irregular.
- C: Hired new company last year to do maintainace for us. All equipment functioning. Managing scheduling post-illnesses. Deli continues to crush it! One and a half full-time equivalents on deli staff. Other departments labor-intensive, too.

6:24 p.m.

- Condo Association Discussion
 - Michael: Co-op began as one-story building. Upper floor was then built with small back room. Co-op sold unit above and created condo association. Bohemian then came in, bought upper unit, built surrounding building. 1987 agreement still governs property and hasn't been updated with these changes. Bohemian came to us two years ago during crowdfunding/crowdsourced equipment fundraiser and asked us for \$100,000 to repair roof at \$300/month to go into escrow account to cover roof repairs in a number of years. Don't know how arrived at number, what portion of roof we're responsible for (could potentially replace roof due to hail). Couple of key articles identify what we're looking at. Also clauses about what constitutes "common areas" – e.g., condo association doesn't clean our facade, shovel snow in front of store. Attorney now reviewing agreement (see above on John Gascoyne).
 - Key Questions / Issues
 - Next Steps
 - Shane: Compile Google document of questions. How do we tackle this? Wait to see what John is able to convey to us. Main:
 - Where are dollars going?
 - Update map (ideal amendment to document)
 - M: I'll reach out to him when Chris sends his info. Invite to next meeting to brief us on information.
 - Aisha: Issues?
 - M & S: Lots to unpack (see [BOD Retreat minutes: 1/21/23](#) for details on discussion).
 - A: All outdated. Makes sense to talk with John. Also, consider property tax; Tara would know about that because she pays it.

- M: How “muscular” can we be with no money and with a lawyer who just turned their resignation into bar.
- A: My sister is an attorney. No connections to Bohemian.
- M: Will get Google doc started with everyone’s comments that we can share.

6:45 (ish) p.m.

- Committee Reports
 - Leadership
 - Board Recruitment
 - GMT Review
 - BLD (Boring Legal Documents)
 - Grant Writing
 - Marketing
 - Website!
 - Regina provided updates.
 - See BOD Drive for updates
 - Social Media Plan
 - M: Wealth of experience on Board and Staff. Goal to provide Staff with plan
 - Facebook Advertising
 - Trolley
 - Run idea through store to see if they’d like to take this on as expense.
 - Lolo Gifts
 - Karl reached out; hasn’t heard back.
 - Outreach
 - Events (Earth Day, Repair Café, Spring Fling)
 - Jake: Organized Earth Day event booth.
 - Asma: Organized Repair Cafe
 - Will ask John Anderson to present to draw children to booth
 - Aisha: Work with
 - Newsletters
 - Aisha: Spoke with board member from Ten Thousand Villages about event cross-promotion.
 - Aisha: DDA members?
 - Confirm with GMT.
 - Member Engagement
 - Asma: Oak 140 engagement?
 - M: Ask store about reaching out to <https://housingcatalyst.com/contact/> to request the ability to offer coupons to residents (or include us in communications to their residents)?

- Double SNAP bucks with Oak 140 or Remington Arms.

7:30 p.m.

- Old Business / New Business
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- Adjourn