



# CONCORD FOOD COOPERATIVE

## BOARD OF DIRECTORS BOARD MEETING MINUTES

Wednesday, June 15<sup>th</sup>, 2022, 4:30PM

Hotel Concord, Concord NH and Zoom

Jaran Blessing, President, called the meeting of the Concord Food Cooperative Board of Directors to order at 4:30 PM for Executive Session

Regular meeting called to order at 5:16 pm. **Attending in person:** Jaran Blessing, Katherine Leswing, Finis Williams, Tracie Sponenberg and Cathy Menard and Melanie Waldvogel (Board administrator). **Attending remotely:** Erin Waters, Pete Engel, Chuck Gilboy, Chris Gilbert (General Manager). Board quorum is met (8 out of 9 present).

### GENERAL MANAGER REPORT

**Store Update:** Chris reported that he expects sales to trend up as the weather warms up, and believes that as a result of rising fuel costs, members and shoppers may stay and cook at home more often. Food costs and average item costs are also rising, and Chris cited a recent UNFI report, which averages a 5% increase across 15,000 products. Catering sales are going strong with the UNH hybrid immersion program orders. Rosie online sales continue to flatten out. Produce from local farms is arriving, much to our customers' delight.

**Human Resources Update:** The employee handbook was recently revised and submitted to the Board for review. Recent changes included no paid out of accrued time off for employees that leave without notice. The HR Consultant will also conduct a job title review, which will include an NCG survey on starting rate for similar positions around the northeastern region. The co-op has increased its starting rate to \$13 per hour beginning June 5, and tiered raises were given to higher level existing employees to address potential compression issues. Tracie Sponenberg suggested a third-party source and gender balance for discrimination, harassment and retaliation reporting.

**Staff Survey:** Melanie Reid, one of our available Columinate consultants, will conduct the staff survey at the end of July, using the previous staff surveys as a baseline. Chris will plan a complete Coop staff pizza party to share the results and get their feedback. This Staff survey participation is projected to be in the 90% range. Pulse surveys continue to be run through Paylocity, with low employee participation rates. Going forward, pulse survey questions will reflect the results of the Columinate employee survey areas of concern.

### POLICY GOVERNANCE

#### Policy Governance B2: Planning and Budgeting

Chris reported that recent expenses included new scales, new refrigeration remote sensors, and back hallway flooring. The hot bar will need a new heating element. The van needs repairs, and will possibly be a capital expenditure item. A U-Haul is a temporary fix until the van is in working condition.

**BOARD VOTE:** *Approve the FY 23 operating budget as outlined in Policy B2: Planning and Budgeting, as submitted. The capital budget will be tabled pending more information.*

*(Motion by Cathy Menard, seconded by Finis Williams; approved unanimously).*

The Board will vote on the capital budget once it is fully developed, and the Board has a better idea of upcoming expenses.

Ideas for sustainable goals for higher net profits included:

- Review current loan structures for floating rates. Those with interest rates on the rise will should be paid down sooner.
- Support local farms and examine the profitability of our partnership at Canterbury Shaker Village. The farm currently costs the co-op \$50,000 a year to operate, and only generated \$13,000 in sales last year.

- Increase productivity with existing staff and promote cross training within departments.
- Increase hot bar sales and explore new avenues, such as a seafood case.

#### **BOARD RETREAT**

The Annual Board Retreat is scheduled for Saturday, October 1, 2022 at the Hotel Concord.

***BOARD VOTE: Approve the May 18, 2022 minutes as submitted.***

*(Motion by Finis Williams, seconded by Katherine Leswing; approved unanimously).*

The Board adjourned at 6:09 PM. The next meeting will be Wednesday, July 20, 4:30pm.