

# Natural Alternative Food Cooperative Board Meeting Minutes

February 15, 2018

Lisa Doerr called the meeting to order at 6:40 PM.

**Present:** Board members Stephanie Lundeen, Lisa Doerr and Steve Clark. Also present was Co-op Manager Marie Clark

**January 2018 Minutes were approved** (Steph moved, Steve seconded; all in favor)

**Manager's Report** – Marie provided written report and discussed key elements. Discussion about consolidating bulk (removing slowest sellers) to ensure freshness; also discussed obtaining a Reverse Osmosis water setup for selling high quality water (\$.39 gallon for customers). Board agreed it would be a good thing to get. Owner appreciation day will be March 24, to celebrate Spring; Board encouraged consideration of having free samples of beer and wine; May need to hire another person for the store perhaps as soon as April because of upcoming staff changes.

Modification of employee parking policy -- new wording: Parking near the entrance the Co-op is limited. Out of respect for Co-op customers, employees must park behind the store. Exception: Between mid-October and mid-March, employees may park in the last parking space on 3<sup>rd</sup> Ave if closing alone Monday thru Friday.

Moved by Steph, seconded by Lisa, all in favor.

**Financial Report – Lisa provided a written report submitted below.**

**January 2018**

## Overview

Like a robust Alberta Clipper, January 2018 sales blew past 2017 by \$5,647 or 20.7%. Produce, special orders and bakery showed 60%, 108% and 140% increases respectively. Average number of daily sales (44.87) fueled the sales with a 17.8% increase. However, basket size remains stubbornly static at \$24.35.

Gross profit of \$11,002 was up 87% over 2017. Management did a good job holding payroll costs at 18% of sales. However, that was not enough to overpower real estate tax and cooler repair costs of \$2,241. Net Income was -\$1,126, an increase of 51% over the 2017's loss of \$2,305.

On the balance sheet, Total Liabilities dropped \$5,904 driven mostly by a drop in Accounts Payables. We are current with all vendors. Total Equity rose by \$1,437

## Year to Date Profit/Loss (YTD)

Sales 2018 YTD: \$32,894  
Sales 2017 YTD: \$27,247  
Increase: \$5,547 or 20.7%

Net Income 2018 YTD: -\$1,126  
Net Income 2017 YTD: -\$2,305  
Increase: \$1,178 or 51.1%

## **Balance Sheet**

January 31, 2018: \$236,795

December 31, 2017: \$243,784

Decrease: \$4,468

**Accounts Payable:** \$11,424 - all current

We are still looking to replace the interim bookkeeper.

Steph moved, Steve seconded to approve the Financial Report. All in favor.

**Board Nominations:** Zach Matson, Lisa Doerr and Sarah Cook are running for the Board. Ballots are out.

**Annual Membership Meeting, March 13:** Soups will be provided by Stephanie, Lisa and Marie, goat stew by Steve and board members will ask a few others if they want to bring bread or dessert. Jeff, Jason and Steve will co-host. Danny Clark and Brook are both willing to perform background music. Each can do one piece. Goat "Munch Bunch" will present for 10 minutes and Gregg Westigard, 8 minutes to discuss coop origins. The meeting will also recognize a long term employee with gift. Door prizes will be provided.

**Kitchen Update:** Some research has been done on having a commercial kitchen. Co-ops in Cambridge and Bemidji were reached. 8% of their sales are grab and go. Both said they really do well with their kitchen. Seating often full at Cambridge. Finding good help is always a challenge.

**Upstairs Update** - Total costs \$43,514, \$29,832 donated, 2017 Rent \$2,800; Loan \$5,000, Extended loans \$7,500.

**Building Committee** - Upgraded lighting in backroom and front of store is in process. Estimated to cost \$650.

**Marketing & Education Committee** - Lots of activity. 2nd Draft Plan is done and now being implemented. There is a theme for each month. March features Pre-order Local hams from Rocky Acres. Three classes are planned for April to Jason, Marie and Lisa have A RFP Discussion about purchasing carrots, request for proposal to farmers.

**Adjournment** – Steve moved, Steph seconded to adjourn. Mtg adjourned at 8:12.

*Draft minutes submitted by secretary Steve Clark.*