

Natural Alternative Food Cooperative Board Meeting Minutes via Zoom Conference Call

Minutes

June 8, 2020

Jeff Peterson called the meeting to order at 6:36 PM.

Present: Board members Jeff Peterson, Lisa Doerr, Zach Mattson, Chuck Boutcher, Wendy Peterson, Sarah Cook, and manager Raya Capuzzi

Mattson made a motion to approve the June agenda, Boutcher to second, all in favor.

Doerr to add recognition of individuals to agenda.

Boutcher made a motion to approve May 11, 2020 minutes, W. Peterson to second, all in favor.

Financial Report

Overview

May Net Sales rose 12.2% over 2019 to \$44,927. With 22 sales days instead of 27 in 2019, Daily Average Sales were up 38% to \$2,042.

Growth stayed strong in Grocery (33%), Frozen (53%), Refrigerated (51%) and Meat/Fish (39%). Alcohol sales blew them all out of the (seltzer) water with an increase over 2019 of 88%. Large growth during the Covid-19 rush in March and April appears to be balancing out now with drops in Bulk (-18%), Health (-22%) and Supplements (-18%).

Basket Size was up over 2019 by 54% to \$42.87. The average number of daily sales dropped to 47 from 49.8 in 2019.

Donations to Morning Sun Farm were \$296 and that will be matched by a member. Rental Income was down to \$435 as Office 1 is not rented.

Gross Profit on Grocery Sales was strong at 33%, or \$14,891. May Payroll Expenses came in at 19.3% of Net Sales. This included a \$2 per hour performance bonus for all staff. Total Payroll Expenses for the year are \$41,256 right on target at 19.1% of Net Sales.

Net Ordinary Income for May was \$1,727. After Depreciation and Other Income, Net Income was \$811 from \$2,275 in 2019. Net Income through May is \$6,911 up \$4,254 over 2019.

Our Balance Sheet remains strong with all Accounts Payable current.

Year to Date Profit/Loss (YTD)

Net Sales 2020 YTD: \$215,751
Net Sales 2019 YTD: \$183,329
Increase: \$32,422 or 17.68%

Net Income 2020 YTD: \$6,911
Net Income 2019 YTD: \$2,657
Increase: \$4,254

Cook made a motion to approve May 2020 financials. Mattson seconded, all in favor.

A motion was made by Lisa Doerr and seconded by Jeff Peterson to authorize:

Addition of Raya Capucci as a check signer on Frandsen Bank Account #XX533 and allow full on-line viewing of said checking account, Savings Account #XX0034 and Mortgage Account #XXX50.

Resolution was passed with all board members present voting affirmative.

Manager Report

Staffing

Need 1 more person over age of 21. Talking with some of our employees that stepped away to see what they are thinking about returning in the fall.

Need to create a job description and perhaps hire someone who will be working closely with Jane's grab n go section. This is back in the works. More info coming from Liana who met with her Thursday of this week.

Brenna Olson - Started working the week of April 27. Put in her two week notice and ended in May-had other job that demanded more hours than she may have realized.

Sales

May 2020 - up 12.2% over 2019, averaged \$2,042/day up 31%. We've had only one week below \$10,000!

Suppliers - UNFI still out of about 30% to 50% of ordered items. Adding US Foods to fill in on some products however US Foods is now experiencing some key manufacture outs-namely yeast.

Bulk - Starting to move gravity bins back into service. Still packaging product from scoop bins and putting back in bins with tops removed.

Starting to put consignment back out to help fill up shelves.

Operations

Suzanne Vitale and others have done an incredible job keeping us in face covers.

Jane Kleiss, Liana and Marie are working on Grab & Go menu.

Laurie Ince moved up to office 2 to help with social distancing in the store office.

Got laptop going in office - WANT TO PAINT - ANY VOLUNTEERS?

Seals on cooler doors need to be replaced. We will be contacting Benedicts to get this repair done.

Brooke Waalen improved the ramp to the loading dock to make deliveries easier for us to bring up.

Owner Appreciation Day is June 20th. Working with buyers for sales and potentially a few prepackaged samples.

Curbside Shopping by Appointment Sales Average \$2296.28 ~\$574.07/Week

Completed Order Form, FAQs, and webpage.

Jeff Peterson got phones and headsets going. Ann Boland trained staff on blue tooth.

Began ordering with BETA customers week of April 20

Emailed to member list week of April 25

Posted on FB week May 4, plan to boost FB this week

Considering ads and earned media for June

Staff feels safe keeping store open and offering curbside as service

Still working on getting all products on shopify but believe this is a good direction to further increase curbside shopping.

Discussion

Security System – Looking at installing some sort of monitoring system, along with temperature indicators for the coolers.

Thank You – Thank you to Wendy Peterson for the publicity in the paper.

Classes – Talk about having classes available via Zoom.

Recognition – Thank you to the Boland family for all of your dedication to the store. Thank you to Nancy Stewart and Suzanne Vitale for keeping the store stalked with masks. Thank you to Shirley Crowe for providing plant sales.

Doerr made a motion to recognize Shirley Crowe and Suzanne Vitale with a \$50 gift certificate to the store. Boutcher to second, all in favor.

Doerr made a motion to recognize the Boland family with a \$150 gift certificate to the store. Cook to second, all in favor.

Board Meeting - August 10, 2020 at 6:30

Adjournment – J. Peterson moved to adjourn meeting at 7:30 PM.

Draft minutes submitted by Sarah Cook