Board members in attendance: Collin, Rachel, Veronica, Alyssa, Karen, Vince, Shellbelle

Others in attendance: Paula, Ousia

Note taker: Rachel Facilitator: Collin Time keeper: Veronica

Minutes

* Check ins + preferred pronouns + firestarter (10 min)
* WC updates
  + Store (10 minutes)
    - Inventory is this upcoming Sunday, April 8 4pm-midnight(ish)
    - Next round-up will be for the Black Holocaust Museum (May-June)
    - Invited by Franklin Pierce School to talk about co-ops and local economy to a first grade school
    - Keeping orders low to keep inventory and costs down
  + Café (25 minutes)
    - Report from Gina: Someone has volunteered to redo our menu again and it looks great! I have informed the WC that I would like to post and start hiring for the cafe manager position immediately. Regardless of the decision to have one manager or two, I have decided that I would like to go back to being cafe staff as soon as the new manager is trained. Since I will be employed still I am willing to help the new manager as needed. Amanda Daniels recently quit, all of her shifts are filled. But I am hoping scheduling issues in the future can be resolved with an incoming manager hired.
    - One or two manager discussion:
      * Ideally, two managers would be hired for morning and evening coverage. Responsibilities would need to be negotiated between the two managers.
      * Vince suggests that only one manager is responsible for the budget and hiring/firing.
      * Rachel suggests that if co-managers are to figure out their roles as they go along, then co-managers to send HR/WC their list of individual responsibilities once figured out - for accountability and to ensure that all aspects of café management are covered.
      * Current plan: Gina will work closely with first person to go over everything and then hire the second person once comfortable to share responsibility with a second manager. Will determine whether
    - Discuss causes to January loss in café and identify potential solutions.
    - To be ironed out with the hiring of new managers and clearly defining roles. Will also be addressed in the budget proposal.
* Committee updates
  + Finance (10 minutes)
    - January - Labor costs at 63%. Too high, need to reduce during slow times.
    - Reason for high amount: Quite a few staff members used their PTO and Vacation hours in January and it was a 3-pay week month. Most likely both of those things combined would have been the cause for the the spike in payroll. Quite a few staff members used their PTO and Vacation hours in January and it was a 3-pay week month. Most likely both of those things combined would have been the cause for the the spike in payroll.
    - February review - Profitable in the bank.
    - Revised budget proposal.
    - Store: Lowered Cost of Goods Sold total.
    - Café: Lowered Total Payroll Expenses total
    - **CONSENSUS** by the Board to approve the proposed budget
    - Alyssa to share ideas about reviewing top selling menu items with Gina.
  + Building Maintenance (5 minutes)
    - Our solar panels have not produced as much as projected. We had more snow covering the panels then expected last winter. The original installation also had fewer panels than the original contract specified due to roof vents blocking the panel locations. Revolv has revised our contract to account for these two issues and issued us a refund for lease payments that exceeded our utility bill. This refund has been received and our lease payment moving forward has been lowered. We have a credit with Revolv for the present period due to the revisions of the lease. This means we are paying a bit less for power due to the installation. Lease payments are thus lower than the amount our bill has been lowered by cogeneration with WEnergies. This is as specified by our contract. We are contributing to lowering of carbon emissions by participating in solar generation on our roof and we are doing this through a lease program with Revolv. We have not used our funds or savings for the solar program on our roof.
  + Communications (5 minutes)
    - Survey is ready to go and will be sent out to current newsletter list.
    - Test version of website is out, needs content next. Board recommends setting up a tutorial for how to update website.
  + HR Committee (5 minutes)
    - Working with WC on setting up the process and schedule for annual reviews.
    - Working on updating the employee manual.
  + Membership (5 minutes)
    - CoPos finally fixed the issue!
    - Sent out an email to folks who haven’t renewed in over a year.
    - Will check at GMM to see who is current and offer possibility to renew there.
* Other
  + Rachel to read an update on progress statement from the Public House (5 minutes)
    - Hello everyone. As March went on myself (Tea Krulos, events manager) and Tracey Collins, our treasurer, have felt better and better about our situation. Some good sales days have helped us knock down our debt a little bit, and we've been treading water on paying expenses and not accruing further debt. I feel even more confident about April and May. I want to thank the co-op and Vince for generous donations, the round-up campaign donations, and all co-op members who have renewed their membership, organized happy hour events, or have met with me personally to offer advice. That all helps in a big way.  Tracey and I did not finish a proposal for this meeting. We have both been overwhelmed trying to balance the books and keep events rolling, respectively. We did not want to turn in a proposal that was slapped together without a solid plan. We also feel if sales continue to be on an upward path that our needs for a loan might be quite different than we originally thought. We might just need to ask for a quick temporary loan so we can put in an adequate order for Locust St. Fest, a day we definitely don't want to be short on stock. I would also like to talk to someone about food sales at the co-op for certain events. For example, Riverwest 24 registration is a big day for us coming up on Sunday May 6, and we would love to offer a food option. Let's talk. Thanks again for your love and support.
  + Continue GMM + board recruitment planning (20 minutes) date: Sunday, May 6 from 4-7pm
    - Discussion question suggestions:
    - Besides a place to buy organic food, what else are we to our community? How do we nurture those parts of our organization, while still maintaining the business? (rebranding)
    - If you’d like to see the co-op expand, what would you like to see?
      * To iron out at the next meeting. Rachel to add to agenda.
    - $120 lifetime membership change, changes to bylaws: Need to be added to ballot
      * Add how to present this to the next meeting - Vince to cover
    - Tasks:
    - Emcee - Collin
    - Tabling the door/checking membership - Membership committee
    - Print out ballots - Collin
    - Print out candidate bios (all due April 22) - Collin
    - Materials for bus stop activity - Rachel
      * Provide summary of last year’s discussion session outcomes in a poster
    - Bios for newsletter before GMM - Collin
    - People to help with set-up: Veronica
    - People to help with take-down: TBD
    - Put advertisement in the Currents - Vince
    - Microphone - Karen to talk to Tom
    - Agenda - Rachel
  + Sustainability Committee Proposal - postponed
  + Suggestion to have electronic versions of agendas and finance reports sent out so less paper is used at the meetings. Shellbelle to look into and provide into to Board ahead of the next meeting.
  + Volunteer happy hour April 19 from 5-8pm