

## Finland Cooperative Board Meeting November 8, 2018

**Present: Kaare Melby, Michelle Duhant, Stacy Breden, AM Karl Klinker, Matt Morris, Honor Schauland, Andy Gomez, Manager Mike Coyle. Absent: Sue Rian**

Meeting called to order at: 6:05pm

Minutes: MSP Andy, Michelle to accept October meeting minutes.

Treasurer's report: Michelle could not get access to the online account. Credit Union needs a copy of the minutes again. **\*Honor will get them the minutes again - they are posted online, so should be able to figure out ASAP.**

Managers reports - Mike: He and Karl met with Wendy on Tuesday. Mike looked back at notes from the original incident - Notes indicate that he had told her that she would have no interruption with her vacation and review schedule - then had her review. Gave a raise retroactive back to her start date anniversary. Also did a 90 day review with Brooke - gave her a small raise because the minimum will go up January anyway. Mike said will give her another review in 3 months. Cheryl quit, did her 2 weeks, worked another week, asked to be on the schedule again, Karl is hesitant to put her back on the schedule because it would be unfair to existing staff and it's hard to work around her other job schedule. Haven't had a staff meeting yet to talk about a system for ordering. Some of what is necessary is training Nick to do more. Nick just learned how to print customized labels - very helpful. We have heat now. Back unit is going now. Got propane with a temporary line so temp in the store is up to 68 degrees. It was down to 60 earlier. Accountant is almost done with fiscal year end. **\*Mike should have YE report for next month's meeting.** Don't have snapshot report tonight. **\*Honor get Mike balance on CCF as of April 13th, 2018.** Discussion to clarify that CCF is not on store balance sheet - separate entity under the recently formed nonprofit, Finland Cooperative Community Fund.

Discuss tax benefit of member purchases - only portion of profit that is non-member. **\*Honor slack Mike Leslie Watson's contact info so he can give it to accountant with questions.** Explain CCF to new board members. Explain how CCF can benefit to co-op, membership and community. Step 1 was updating Articles and Bylaws. Step 2 is to go back to the consultants to figure out next steps for dealing with old and abandoned equity.

Mike hands out delinquent account letter for review.

Small and Strong Conference - Karl and Kaare attended 10/17/18 - Kaare's takeaway was that we're ahead of the game even for Co-ops that make more money than we do. We are more organized. Karl got a lot out of talking to people at the conference, less from the workshops. It wasn't geared to general stores - they talk about product mix, which we do already. Got the most out of workshop on Manager/Board communications. Lots of co-ops are set up differently, some older co-ops, some haven't even capitalized yet. Discuss how to get people into your

store, increase sales etc. Product mix - don't put what you think should be in the store, put what people actually want. Discuss making a book that is kind of like a letter to future boards. Book of policies. **\*goal to work on this in the future.**

Equipment grant (\$2,500-\$50,000) people approached Karl and Kaare at the conference and encouraged us to apply. Produce cooler? Walk-in freezer, Walk in cooler, etc. Just opened - **\*Due January 17th. Figure out how that will work and who will do it.**

<Karl leaves>

Mike: staffing - Cheryl's departure is timely - takes off the pressure off cutting hours for other staff. Need to develop a line of communication that will enable everyone who is participating in noticing out of stock items or items that need to be purchased from specific vendors. Want to watch margins when reordering. The difference between shopping and ordering. More work, but makes the store more profitable. Wendy is doing pop, and gives Mike lists for restocking, but need a movement report, look for deals, things on sale etc. Mike sent back a case of ketchup Karl ordered because he can get them cheaper elsewhere. Same thing with fuel, we're moving into a different season. Fuel sales change with the season. Discuss how to create that medium for communication. Google Spreadsheets for schedule/ordering? Mike talked to Nick about perpetual inventory, also location of products in the store. Nick can be the medium for getting the info for Sue and Joann. Food show is coming up - Mike was going to ask Karl if he wanted to go to the food show. Store improvement project has been an interesting process - staff have taken that in stride. Supposed to be done in a week. Discuss eventually putting a roof over heating units and ice machine.

Discuss ways for managers to not have to work on weekends. It's possible to rearrange orders and schedules to do that. Something to think about.

<Mike leaves><Karl returns>

Karl: this whole month has been dealing with AEOA, we need heat ASAP. Royal headache. Lots of excuses. The actual contractor isn't on site, it's a journeyman and an apprentice, and they are just doing their jobs. Karl eats some of Michelle's corn bread and pronounces it good.

<Mike comes back>

Michelle has been looking at management/team building/communications trainings for Mike and Karl. St Paul College does a course on Management and employee relations. She's looking for something closer to home. And also the Google sheets. **\*She will keep looking.**

Discuss Membership Co-op Christmas Party. Date is December 13th - No December meeting - just party. **\*Karl will get turkey from Azure and smoke it. \*Kaare make poster. \*Michelle will rope in a Santa Claus. \*Stacy will bring cookies. \*Honor will get ad in the paper.**

Board/Employee Christmas party: **\*Karl will talk to Bonnie, send board 3 possible dates, get head count for restaurant.** Andy can't be there on the 23rd-27th

Motion to adjourn - Michelle, Stacy, all in favor. Adjourned at 7:36pm.