



618 Kensington Road
Syracuse, New York 13210

—
syracuse.coop
—

P: 315-472-1385

F: 315-422-9021

contactus@syracuse.coop

SCM BOARD OF DIRECTORS MEETING

March 27, 2018

MINUTES

Board Meeting Commenced: 6:10 p.m.

Location: Andy's House

Present: Deb, John, Michael, Rich, Andy, Abigail, Colleen, Jeremy, Jen

Absent: Meg, Anthony

PRELIMINARIES

Ends: read by Deb

Ground Rules/Guest Rules: waived

AGENDA REVIEW

No changes.

VOTING AGENDA

Meeting Minutes: No discussion. John motioned to accept, seconded by Michael, all in favor.

GM Monitoring Report B.6 Staff Treatment: Wages, staff IOU and 20% discount were discussed. John motioned to accept, seconded by Deb, all in favor.

Board Monitoring Report C Board/GM Relationship: No discussion. Andy motioned to accept, seconded by Michael, all in favor.

BOD Budget FYE19: John asked what the member benefits included in the board budget are. This covers the expense of patronage dividend payouts and mailings. Should board admin time be considered a part of the board budget? Jeremy said that it makes more sense to keep it as a part of the store's labor budget. Michael motioned to accept, seconded by Deb, all in favor.

GM FYI REPORT

Owner Update: 8 new student memberships in March and 2 new standard memberships.

Staff Updates: none

Marketing/Advertising Update: none

Major Expenditures:

Special Events/Things of Note: There have been 6-7 mystery shops in the store so far. The reports have been positive for the most part and Jeremy will be presenting some of the findings at a board meeting in the near future. Some areas for improvement include making sure cashiers are pitching our membership program to customers. There was a criticism about boxes being in the aisles on a truck day, but there was a good customer service interaction to make up for it. There have also been positive remarks about our bulk department.

Damien is developing a new website for the co-op. There will be a soft launch on May 1st and Jeremy would like to make this the discussion topic for the Spring Member Meeting. There will be a merch section on the site, including "swag," gift cards, memberships, and co-op shares.

Financial Reporting:

Margins: Margins look good. Sales in February were almost the same as January, and we are up 2.16% YTD. The last DC payment was in March. He may look into using CDS consultants as we move forward with expansion.

Key Indicators: Key indicators are largely the same as they were in the last report.

DISCUSSION AGENDA

Garden Committee: This discussion was tabled until Meg could be available to lead it. Deb mentioned that she thinks people could volunteer to help out with the garden as spring approaches. The question was raised of how much effort we should spend on this project if the co-op plans to move.

Plan Spring Meeting: The Founder's Day bulk sale will be the weekend of 5/18-5/20 and the Spring Member Meeting will be on 5/20. The presentation will be on the results of the member survey and on the new website.

Plan FYE18 Audit: Michael will look at other firms for the sake of due diligence, but if Wegener is working with us on key issues we should stay with them, and the board and Jeremy are both happy with their work.

Schedule Annual GM Evaluation: Schedule evaluation and contract discussion before the end of the fiscal year.

Executive Session

None.

Adjourned: 7:06 p.m.