



618 Kensington Road  
Syracuse, New York 13210

[syracuse.coop](http://syracuse.coop)

P: 315-472-1385

F: 315-422-9021

[contactus@syracuse.coop](mailto:contactus@syracuse.coop)

---

## SCM BOARD OF DIRECTORS MEETING

### August 28, 2018

### MINUTES

**Board Meeting Commenced:** 6:08 p.m.

**Location:** Abigail's house

**Present:** Meg, John, Abigail, Deb, Andy, Michael, Jeremy, Jen

**Absent:** Colleen, Rich, Anthony

#### PRELIMINARIES

**Ends:** waived

**Ground Rules/Guest Rules:** waived

#### AGENDA REVIEW

Added a discussion of expansion planning to the executive session.

#### VOTING AGENDA

John motioned to accept items A-C. Discussion was opened for the June minutes. Which board policy for the audits was amended? Add to board job description D2.7 that the board will periodically solicit bids for financial audits no fewer than every three years, no more than five. All voted in favor of accepting A-C with amendment to the minutes, Meg abstained. Item D of the voting agenda was postponed/waived.

#### GM FYI REPORT

**Owner Update:** 18 new members for June and July.

**Staff Updates:** Carly is leaving to pursue an internship on Long Island. The co-op will be making 2-3 new hires. Jeremy also has a baby on the way due in February so he will be taking leave around that time. Scott will be filling in for him at monthly board meetings.

**Marketing/Advertising Update:** Jeremy is running a brand building campaign on Instagram focusing on students. The campaign is intended to create brand exposure & awareness.

**Major Expenditures:** We have not yet received the bill for the walk-in so Jeremy is unsure of the total cost.

**Special Events/Things of Note:** none

**Financial Reporting:** Margins and key indicators are good. June and July were down in sales. There are challenges with some specific departments, including produce which experienced significant sales growth last year due to the new produce tables & remerchandising.

#### ENDS REPORT

The Ends Report is still a living document. Jeremy discussed aspects of the report with the board, including graphs for new equity and total equity, data on our support of local producers, and results of secret shop reports.

#### DISCUSSION AGENDA

**Plan Fall Meeting:** Jeremy will be reaching out to Westcott Theater as the potential venue for this year. Rich offered to cater the event. When members get their ballot to vote, they will also receive a meal ticket and will eat after business is taken care of. There will be live music as well. The board discussed how to encourage attendance

including phone banking, cashier reminders, small fliers at the front end, and an announcement on the back of the next issue of the New Leaf. The board also discussed whether there will be a push for quorum and a potential vote on bylaws revisions.

**Audit:** Our auditing firm proposed a virtual audit for this year with reduced costs.

**Board Retreat:** The board will work on scheduling the annual retreat for late January or early February. A Doodle poll will be circulated.

**NCG Report:** The report needs to have context to be useful. The board may write a response.

#### **Executive Session**

The board discussed expansion planning, the annual GM evaluation & compensation plan.

**Adjourned:** 8:00 pm