

**SUGAR BEET FOOD STORE COOPERATIVE**

**BOARD OF DIRECTORS MEETING**

**TUESDAY, AUGUST 28, 2018, 7pm**

**Oak Park Main Library**

**834 Lake St. Oak Park, IL**

Board of Directors Present: Daniel Becker, Ryan Bradley, Jim Doyle, Bri Kellogg, Greg Kolar, Sharon Newton, Peter Nolan

GM: Chris Roland

Attendees: Sharon, Fatenah, Jay, Lissa (Marketing), Bill, and Elizabeth

**MINUTES**

1. **WELCOME & CALL TO ORDER (PETER)**, 7:04 pm
2. **GENERAL MANAGER’S REPORT (CHRIS)**
   1. Sales Results: The results through two-thirds of the 3rd quarter are in. This looks to be our most successful ever in terms of sales and profits. Sugar Beet also doubled its Beet Buck donations (in comparison to this quarter last year).
   2. NCG Feedback
      1. Chris asks for feedback from attendees on changes since Sugar Beet joined NCG
         * 1. Jay (member of public) reports he is happy with the Co-op Basics
           2. No other comments
   3. Key Initiatives
      1. Changeover of the Point of Sale (POS) system
         * 1. Continually improving by adding products and members to system each day
           2. Goal is to have faster and easier checkout process
           3. This system will be easier for reporting (departments) and bookkeeping
           4. New system can take chip and mobile pay (e.g. Apple Pay)
           5. Paperless receipts should all be working now; however, some emails may need to be updated in the system
         1. Marketing Update (Lissa)
            1. Edible Garden Tour raised more money with fewer attendees this year; we foresee participating again next year.
            2. 3rd Anniversary was successful with 12 new members added and good sales.
            3. New store-branded merchandise will be coming out soon.
            4. The Indoor Farmers Market will take place monthly and will begin in November; it will be advertised as a “series”.
            5. Owner Drives will transition to “Owner Appreciation Months” with the first in October. There will be various events for owners to participate in throughout the month. There will also be a mini Owners Drive in Oct.
         2. Store Updates
            1. Outdoor Patio

Quotes for cost of building were too high.

Tabled until 2019

* + - * 1. Hot bar / salad bar should be in place by end of year.
        2. New freezer space will be installed by the holidays and will replace the shelving at the east windows.
        3. Chris asks the board for approval to refund 2 owners’ fees ($300 in total) as both owners are relocating.

Daniel makes a motion to approve refund.

Ryan seconds. The motion passes unanimously.

1. **COMMITTEE UPDATES** 
   1. Compensation Committee
      1. Wants to work on employee benefit packages, including healthcare / potential retirement
      2. Will review the GM incentive plan
      3. Will meet with GM to revisit his goals
      4. Next Steps: Update new board/committee members of goals; Set end of year review date for GM.
   2. Governance / Board Development Committee: No Update
   3. Strategic Plan / Finance Committee
      1. Draft charter is circulating through the group, including a 10-year plan
      2. Also working on Annual Operating Plan, increased communication with owners, spending authorizations, and accounting / bookkeeping procedures
   4. Membership Committee
      1. Working with Lissa for successful Owner Appreciation Month
      2. Will continue to work with Lissa on approaching local elementary PTO’s with owner materials
   5. Loan Committee
      1. Working on charter and plan
   6. Committees will be added to website and there will be an area for store owners to apply to be part of each committee.
2. **CLOSING** 
   1. Review Action Items and assign roles as needed.
      1. Add committees to website (Chris and Lissa)
      2. Compensation committee will meet “next step” goals as described above (Ryan)
      3. Strategic Plan /Finance committee will draft 10-year plan and budget for 2019 (Jim)
   2. Member Q & A
      1. Bill: Has there been a lot of staff turnover?
         * 1. Chris replies that staff turnover is low
         1. Fatenah: States her appreciation for the sign on Madison Street. Have we seen an increase in sales since it’s been installed?
            1. Chris replies that we are not sure because it’s hard to track.
   3. Dates for next Board meetings
      1. November 13 (Q3 Financials), December offsite
3. **ADJOURN FOR EXECUTIVE SESSION:** Peter makes a motion to adjourn; Jim seconds. Adjourn at 8:07 PM