

Chatham Marketplace

Board Meeting

December 3, 2013, 5-8 p.m.

Members Present: Kathy Mohr, Sarah D'Amato, Paul Griswold, Jamie Saunders, David Simmons, Kathleen Conroy

Visitors: Marian Wall

- 1) Reading of the ends
- 2) Modifications of Agenda: Paul asks to be excused after 7pm. Board agrees.
- 3) ***October 21, 2013 Minutes Accepted with one correction****
- 4) Finance Committee Report (Kathy): There was no formal finance committee meeting in November. Committee members were asked to submit questions or issues to Paul. There were no questions or concerns.
- 5) General Manager's Report (Paul)
 - a) Sales up over last month and 4% last year
 - b) Cash down \$3k this month
 - c) AP up a small amount due to charges for freezer install and maintenance, purchase of used scale, US Food invoices (being a 5 week period instead of 4)
 - d) Paul presented graphs to show Marketplace's place in various categories compared to other co-ops of the same size
 - e) Paul predicts 5% growth for next year, plans to start more advertising lower prices, different signage to indicate lower prices, push 5% discount for owners on Thursday
 - f) ***B2: Board accepts information provided and deems Paul compliant***
 - g) ***B4/B5: Marian: until recently, haven't really tracked the customer comments in the custom box, plan is to clean out the box at least once a week, then Marian and Paul will meet to distribute to the appropriate manager, Marian will be responding to customers; Paul is hoping to increase incentives to attract new owners***
 - h) ***B4: Board accepts information provided and deems Paul compliant***
 - i) ***B5: Board accepts information provided and deems Paul compliant***
 - j) ***B7: Board accepts information provided and deems Paul compliant***
- 6) CAM report: Sarah and Kathleen met with Tom on 11/20. Tom wanted to readdress Board's initial position that we are not going to pay 2012 CAM. Tom did not have any answers to our previous request. Board to research persons to consult regarding options on CAM obligations. ***Kathleen to tell that Board decides that it will not pay 2012 CAM. Will wait on information regarding 2013.***
- 7) Board Monitoring Policies (All):
 - a) 4-14: Need to improve owner outreach and communications
 - b) 4-14: Training in Asheville January 25
 - c) 4-9: Post board meeting times in store, on website

- d) 4-10: Review ENDS in April
- e) 4-11: Gives groundwork about consensus, we are not a true consensus board because we vote on issues that we cannot otherwise come to consensus
- f) 4-12: Ground rules are important to review and keep in mind for meetings

8) Staff party: Arrive at 630 at the latest, about 30-40 people

9) Next Meetings: 4th Tuesday at 5.

10) Adjourn