

Chatham Marketplace

Board Meeting

February 4, 2014 (rescheduled from January 28, 2014 because of snow)

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

Board Decisions in Bold Italics

- 1) Reading of the ends
- 2) ***December 3, 2013 Minutes Accepted***
- 3) Finance Committee Report (Kathy): No comments. Numbers look good, year-end numbers are almost finalized. Board appreciates Paul's work to improve numbers.
- 4) General Manager's Report (Paul)
 - a) Starting to put away a few hundred dollars a week as a rainy-day fund, hopes to get this up to about \$10K
 - b) Kitchen floor is going to be replaced, non-permeable floor, should last about 20 years, so deli will need to be closed for 2 days. Floor salesman says product is low odor and should not affect grocery customers. Proposes borrowing \$5K from LTR and then paying it back at ~\$400/month. ***Board votes to authorize that Paul borrow the \$5K from LTR and repay the loan at \$400/month. Board to send email to Miki to authorize this.***
 - c) Paul is developing a plan for his absence (knee surgery). Tentatively plans to take a whole week off, then work a few weeks at home, and then return to the store.
 - d) Ownership refund requests: start to chip away at these, from the oldest to the most recent, Paul suggests paying back ~\$200 a month or so to chip away at this. ***Board authorizes that Paul repay ownership refund requests submitted on or before December 31, 2013 at Paul's discretion. Requests made after December 31, 2013 must be submitted to the Board for approval before the ownership share is refunded.***
- 5) Plan to review the Ends: Last year, the board did not review the ends and did not require Paul to report on the Ends. Paul suggests making this an ongoing discussion instead of scheduling one date. Board agrees to place this review on the agenda for the next meeting.

- 6) CAM report: No word from Tom.
- 7) CBLD 101 report: David: lack of board training for new board members, should be a priority to make sure that new members have the opportunity to review information and ask questions about board procedures outside of board meetings. Paul: good to see that we don't have to reinvent the wheel, coops should focus on getting good (qualified) general managers
- 8) Board Calendar: Review board calendar to think about rescheduling reporting at more appropriate times if it makes more sense to do so.
 - a) B1, B9 for February meeting
 - b) No reporting on B2 required since we're operating with a budget
 - c) Paul and Marian will begin the discussion on marketing and ends
 - d) Board to finalize calendar at February meeting**
 - e) Next meetings: February 25, April 1 (10:30 a.m.)
- 9) Annual Meeting Planning Meeting: February 10, 2014 at 1030 a.m. at Library
- 10) Executive Session
- 11) Adjourn