



Chatham Marketplace November 2018 Board Meeting

11/28/18 5:30-7:50 PM @ Chatham Community Library

Members Present: Kathleen Conroy, David Misenheimer, Craig Kolman, Laura Grace, Rhonda Mathis

Absent: CC Mauer, John Jennings, Evan Diamond

Board decisions and Action Items in bold italics.

Minutes from October meeting were approved.

GM Report:

- Evan provided an update on numbers
- Round up will be on hold after November until previous organizations are paid moneys owed.
- For future reports – the Board would like information similar to what we received in the past showing weekly sales, labor, costs, etc including historical data. Example to be provided to Evan.
- Board is concerned about Evan’s labor goal of 14% as this is very low. In the past the Board has had 16% as the goal.

Committee Reports

- **Marketing Committee:**
 - Working toward a cohesive marketing plan. Need ideas for how to bring people into the store. Consistency is key.
 - Possibly have 2 Board members in store on Saturdays offering samples.
 - What items are most profitable? What should we be marketing?
 - Spruce up the café area?
 - **Next meeting – Tues Dec 4th at 5:30 in the café**
- **Finance Committee:**
 - What would Evan like from the finance committee? Is a monthly meeting needed?
 - Need to do annual review of previous year’s finances, coordinate with tax preparer

Board review of Board Process Policies

- ***Reviewed suggested changes to policies B1, B4, and B8 and all approved.***
- ***David set up Board Calendar for 2019-2020 and Board discussed and make suggestions. Kathleen will provide edited version.***

Holiday Party for Staff

- Sunday, Dec. 9th 7-10 PM at Laura Grace’s office. Board members signed up to bring food. Still trying to get beer/wine donated, otherwise Board will bring some.

Agenda Items for December:

- Kathleen will lead Bylaw review
- Finalize Board Calendar

Next CM Board Meetings (Dates & Location):

No December meeting

Wednesday, January 23, 5:30 pm