

Coastal Organics Cooperative, Inc.

185 Main Street
Point Arena, CA 95468
707-882-3663

www.arenamarketandcafe.org
info@arenamarketandcafe.org



Minutes of the Board of Directors

15 October 2013
Huntley House
Point Arena, CA

Call to order at 4:40 PM

Attendance:

Present: Phil Clark, Patricia Schwindt, Dan Wormhoudt, Mike Sakellaridis,
Molly Morgan, Rick Beach

Absent: Deb Heatherstone

Members: None

Approval of Previous Minutes

None

Privilege of the Floor

Molly Morgan took the floor to present an idea for bucketing project ideas based on the brainstorm on the whiteboard of the February board meeting and her conversations with each board member.

Election of Officers

The Board acted to elect the following officers unanimously:

President: Phil Clark

Treasurer/CFO: Patricia Schwindt

Secretary: Rick Beach

General Manager's Report (Mike Sakellaridis)

The General Manager requested guidance from the Board for topics to include in the manager's report.

Net sales for September were reported as \$97,923 at a 44% gross margin and for October month-to-date as \$51,563 at a 43.8% gross margin

The Board requested the GM to prepare a plan for Thanksgiving, including preordering turkeys.

The GM reported that the bulk bins have been relocated, and items on the shelves have been reorganized near related items, such as baking items.

The GM reported that a waffle service will be added to our breakfast menu, thanks to a generous member.

Treasurer's Report

The Treasurer reported that year to date as of Sept 30 there was \$7,648 net loss compared to last year to date with a \$23,000 loss. If trends continue, then the co-op has the potential to end the year with a positive net income, a real profit, of perhaps \$4,000 to \$5,000.

The Treasurer requested a Finance Committee meeting to redefine the Catapult/Quickbooks interface, especially related to the DELI department.

The Board requested the GM to contact other co-ops in Ukiah and Ashland to inquire about their DELI operations.

The Board scheduled a committee of the whole to discuss finances on Nov 7 2013 at 10:00 in the morning.

Changes in Financial Management Procedures & Responsibilities to maintain positive balances in the Market's RCU accounts

Deferred to Nov 7 committee meeting.

Prepayment Program Status & Possible Further Steps

The Board agreed to rename this program Prepaid Store Credit. Several co-op members have paid into this program. The Board discussed developing a more formal communication of the program and its objectives. The Board agreed to a target of \$20,000 by December to cover lower store sales in the winter months.

Proposal for Bookkeeper / Office manager position

The Board discussed this past request and agreed to withdraw the concept of an office manager position. Further discussion will be deferred until the Nov 7 committee meeting.

The Board agreed to develop and adopt a Conflict of Interest policy.

Additional measures to maintain market cash flow in low sales months

Deferred to Nov 7 committee meeting.

Changes in market communications procedures & responsibilities

The Board began discussions of a communications plan for 2013 and 2014 that would utilize a variety of communications vehicles.

Membership Records

The Board began discussions to identify and resolve issues with our practices for handling membership records.

Next Meeting

The next meeting was rescheduled to the afternoon of Nov 7 2013 following the finance committee meeting.

Adjournment at 7:30 PM