



08/03/16 – Meeting Minutes

Michele Marchetti called the Tuesday, August 3rd, 2016, Board of Directors meeting of the Friends & Farmers Cooperative to order at 7:03 PM. Other board members present at the meeting were: Anna Grieco, Deb Simpson, Chris Rand, Grace Emmerling, Jim Eisenstein, and Michael Pipe. Catie Rasmussen attended the meeting via video conferencing. F&F staff members, Stacey Budd and Melaine Rosenberger also joined the Board meeting.

Michele asked if any board member would be willing to take the minutes for the meeting. Michael offered to take the minutes.

Michele motioned that Anna become the new Treasurer of the F&F Board. Chris seconded the motion. The motion was unanimously approved.

Michele reviewed old action items and “parking lot” issues.

The Board discussed various efforts to recruit and advertise for the upcoming openings of Director positions on the Board.

Michele motioned to approve the minutes from the July Board Meeting. Chris seconded the motion. The motion was unanimously approved.

Stacey Budd, F&F Outreach Coordinator, provided her report. Stacey is going to continue to reach out to members for feedback. Stacey discussed the next membership incentive. Membership stands at roughly 464. Jim said he is interested in helping out with calls to membership. Stacey stressed the need to build stronger relationships in the Cooperative as we move closer to opening a physical store.

Grace reported on the Cooperative’s Business Plan. Grace is taking a Food Hub class. She is nearly finished with it. She will create a Business Plan as a part of her assignment for the class. The Business Plan may contain a Strategic Plan that includes but is not limited to OLM, bricks and mortar store, and Board development. Grace would like for the Board to provide feedback for portions of the Plan. Stacey gave an update about the on-site visit from Jacqueline Hannah. Grace suggested the formation of a Strategic Planning Committee that meets twice a month. The next meeting would focus on more brainstorming. Key decisions would involve how to engage the membership, staff, and volunteers of the Cooperative in the Strategic Planning process.



Melanie Rosenberger, F&F Online Market Manager, gave a report on a number of topics.

Melanie reported that Jessie has asked for the interim period of August through November that her contracted hours be reduced from 12 hours/week to 8-9 hours/week and that her responsibilities be reduced to only working on Tuesdays for an 8-9 hour shift for Market Day. Her work with the Food Centres Foundation is in its prime as well as she is moving to Millheim and is unable to make the trips required for meetings, printing and other preparation work needed for Monday Market requirements. She would also be strictly on-call Thursday and Friday for Product verification/listing, in the case that I would need assistance. During this interim period, the 4 hours would be added to Melanie's contract. Melanie would handle the Monday market prep tasks of printing invoices, contacting vendors (including Amish vendors), emailing volunteers, and any other general needs prior to Tuesday's order packing. Melanie would also handle product listing and verification of new items on Thursday evening. The rate of \$12/hour would stay the same.

Melanie updated the Board on LFM Storefront Upgrade, Revision of Nationbuilder, OLM Information/pages, and Quickbooks Module.

Melanie reported that the tentative total of sales for July 2016 was \$9,692.18. She noted that this will be adjusted after the accounting is completed for this last period.

Discussions were held regarding how the Cooperative could work to strengthen and build upon the relationship with two vendors (Gemelli Bakers and Rising Spring Meat Company).

Anna gave the Treasurer's report. As of July 31, 2016, total liabilities and equities were at \$54,700.18.

Jim motioned to go into closed session at 8:21 PM. Chris seconded. The Board entered into a closed executive session.

At 9:39 PM, the Board came out of a closed executive session.

Michele motioned for board adjournment. Chris seconded. The Board adjourned at 9:40 PM.

Minutes submitted by Michael Pipe.