

**Daily Groceries will be a welcoming place to shop and work. Intentionally sourcing food; nourishing a kind, engaged community.**

Daily Groceries Co-op - Board Meeting-Mon. March 16 5:00 PM, via conference call

In attendance: Kara, Tom, Sage, Amelia, Will, Landon, Liz, Hether

I. Approve Meeting Agenda

- Tom approved the agenda, Seconded by Amelia- all in favor

II. Approve Minutes From Feb 2020 Meeting

- Landon motions to approve the minutes, Tom seconds- all in favor

III. GM Report

A. General Manager Updates B. [GM Monitoring](#) B1 2019 Year End Financial Condition

- Last reported for 4Q in February; contains updates on 4Q
- Sub-policies 1& 2: noncompliant. Sales growth was negative and co-op lost over \$60,000 for the year.
- 2019 membership grew
- Sale number sells shrunk, but % of sales to members grew
- If we get NCG membership, could get better purchasing power to help price perception and affordability
- December saw 5.88% sales growth; the same sales volume as Dec. 2017
- Jan 2020, was slow, but February benefited from Earth Fare's closing
- Now coronavirus has a play into increase in sales
- Our total year sales
- The whole store achieved its margin for 2019, but is shy of the new goal for 2020; here is an increase of 2% margin to aid in profitability
- For 2019, we only budgeted for 3% increase, so even if 2019 had been flat with 2018, would have seen profit
- Subpolicy 3 on liquidity: noncompliant
- Subpolicy 4 on solvency: noncompliant
- Subpolicy 6: compliant,
- Subpolicy 7: compliant
- Subpolicy 8: some noncompliance from throughout year
- Subpolicy 9: compliant
- Subpolicy 10: compliant currently with our policy register, but recommends a review this year to be compliant with NCG standards for our membership application
- GM Update:
  - Kara and Theo participated in AADM employer survey that will be published in

email

- Produce manager put in their notice
- Role will not be filled in by someone new due to the needs of the produce sections' needs
- 20 employees; 1 new hire
- Entry level pay will increase
- Reworking of labor hours will help achieve goals
- With EF closing increasing our sales, our labor as % is still going down
- It is important to retain people who care about the co-op
- Daily will not increase store's hours
- May decrease due to pandemic
- Visit from Dept. of Ag--good report
- \$1,000 expense for new deli food processor
- Reimbursement from NCG came in
- Week of February 17th was busiest week ever (before coronavirus scare)
- NCG meeting has been canceled due to pandemic
- Sending emails to membership owners to share the methods we are using to prepare for coronavirus
- Spring break week started off slow - due to the virus has increased sales significantly
- We don't have staff members who are sick yet
- We do have a few staff who are not working to care for family
- Kara believes that Daily will stay open at this point in time- people will need to buy food.
- New people are coming into the store
- The shelves are staying fairly stocked
- Kara is continuing communication with staff
- PTO-
- Daily is too small to qualify for this bill but may be able to apply for another form of government assistance
- Is still looking and thinking of options
- Big thing: financial review, how to handle operations and PR
- The financial review is mandatory for NCG, we may apply for exemption
- We did apply for exemption last year
- If it has no impact on the membership, Will recommends on going forward- leaves this choice to Kara's judgement
- Is this 10,000\$ or 2,000\$? We have been quoted from 5,000\$
- We will need a new POS to be up to date
- Updated our server, card readers. We would only need to update our terminals
- Will recommends loan instead of LOC
- Doesn't have to update the POS until Oct. 2021
- Will approves the motion, Liz seconds- all approves

#### IV. Board Report

A. Board Officer Certification - Will Hodges President, Landon Bubb VP, Sec/Treas.???

B. Vacant Board Seat Update C. Member Engagement Updates - Board Tabling, and Events Etc...

- Landon- VP?
- Landon approves of this role
- Combined Sec./ Treas.?
- Treas. Can be someone voted in / do they have to be a board member?
- Someone will look into this
- Officers have to be board members but committee members can be members
- Everything is electronically done
- Minute takers will email the Treas. To approve of the notes
- Must consult with the GM every Oct.
- Voting for Sec. / Treas will be voted next time
- Landon was the previous treasurer
- Amelia is the sec. / treas.
- Liz approves, Will seconds- all approves
- With Covid-9, no events
- Landon thanks Kara
- Amelia appreciates the survey being done during this pandemic, this might bring some needs
- People who answer the survey will be entered into a raffle
- Will be done electronically
- Landon reached out to someone about becoming a board member
- Will will contact someone about becoming a new board member
- How to handle:
- People who cannot be at work:
- Finding government assistance; helping them find resources
- GM will come up with PTO plan for the time-being. Might be a big expense, but GM will have parameters and timelines to try to keep it under control.
- Jo Barnes (HR) will be consulted- has not been available recently
- A lot of unknowns at the moment- trying to plan for all circumstances. Right now, people are showing up to work and working hard.
- Keeping sales up:
- Gift cards?
- Push special orders and Cosmic delivery
- Might devise curb pickup system
- There are things that Daily can do to help the community feel safe
- NCG reports that co-ops might stay steady during this time because of restaurants / bars closing and more people are staying in

- Increase in membership since EF closing
- Board document is out there - governing and review policy
- Board tabling on Thursday- is cancelled
- No demos
- No sampling

Ended at 6:30

VI. Misc. Next Meeting April 13, 2020

VII. Executive Session called