



## **Board of Directors monthly meeting minutes**

Date: March 1, 2021, revised

Meeting Began 5:00 pm

Treasurer report attached, weekly reports have been on-going.

Present: MJ, Sandi, Karyn, Jon, Denise, Taren on phone

Guest: Megan-Store Manager

Old Business:

Garden-Denise is acting as Coordinator, still need a Manager. Bonnie feels she lacks the expertise and knowledge for planting, she is willing to help, would like guidance. She will water/weed/harvest/fertilize with organic. Denise to ask Geoff Davidge to plan/plant.

Farmers Market: Denise did some research and feels the increase to the vendor fee is too much without talking to existing vendors.

**MOTION: I move that we go back to \$10/market for the 2021 season. Denise 1<sup>st</sup>, MJ 2<sup>nd</sup>—MOTION PASSED**

Discussion on cost of a manager for the market-Past FM Manager made aprox \$1818 during the market/hourly wage. The day is about 5.5 hours, aprox 8:00-1:30pm. If we paid a stipend and stay under \$600, we could hire someone for 12 markets to help. The vendor's fees will pay the stipend.

**MOTION: I move that we hire a Farmer's Market Manager for \$50/market stipend. Denise 1<sup>st</sup>, Sandi, 2<sup>nd</sup>, MOTION PASSED**

Register help/General Staffing/New Hires: Brenda Bach is a possible candidate for FM and cashiering.  
NOTE: at the time of typing minutes, this candidate has taken a different job.

Managers Report: sales up 74% for Feb! 4 new members. Board approved the new members. Megan trying to get pre-made sandwiches avail for sale at coop. She is looking for more floor space. Mop sink in back room freezes each winter and is not usable. Can the mop sink be put in the bathroom instead? Could the office space move to back and the front space used for dry/good bulk storage? We still need another chest freezer--\$1200 aprox cost w/delivery. Karyn looking into used freezers from a local business.

New Business:

Member/Customer survey: Karyn willing to call top 10 buyers and a few other random customers asking what we are doing well and asking for suggestions. She will report back to the board next month with her findings.

Operations review: Megan does not want to hire/fire/interview possible employees. She told us when she was hired she would only work under 40 hours a week and a co-manager would be hired to assist her. She does not want to do HR, the Board needs to take on this responsibility.

Taren is requesting copies of the applications and job descriptions so the VP has them. The VP is in charge of Human Resources.

Kathy may take on more responsibility for more pay—current wage is \$xx/hr

Employee Annual Reviews/Raises/Bonus

Megan: \$xx/hour, plus 10% discount on all purchases

Kathy: \$xx/hour—started July 2020

Grace: just started

Camille: started May 2020

Brenda: \$xx—review in 6 months (I left this in the minutes as a reminder, we were setting up 6 moth reviews for new employees)

RAMP/Garbage/Bike rack/North side of building: before we do anything here we need to look at how deliveries arrive, where the car charger is, where bike rack will fit so it doesn't take up a parking space. Jon will come watch a delivery to see how this works. We will then get a plan and approach the Kidders.

The board broke into an EXECUTIVE SESSION

We approved raises for 2 employees and are offering a 10% discount to all paid employees, effective 3-1-2021.

Reviews: when we do reviews with these employees, we want to find out what their goals are, what would make their job easier. We want to review for goals/future, this is NOT a performance review.

Next Meeting will be on Monday, April 5, 2021 at the Town hall—5:00pm

Meeting adjourned 8:10pm

Respectfully re-submitted, dkas 4-8-2021