

# Open Harvest Board of Directors

## Approved Meeting Minutes

April 6, 2009, 5:30 – 7:30 p.m. at Irving Rec Center  
2010 Van Dorn Street

- Present** Carla McCullough, Maggie Pleskac, Kelsi Swanson, Jim Nelson, Margot Conrad, Keith Dubas, Dave Eckmann, Tim Arkebauer, Flame Alligator, Melissa Garcia, Miles Bryant, Ingrid Kirst, Alisa Kushner, Sara Moshman, Jackie Barnhardt, Gail Kendall, Mary Jane Gruba, Bob Hutkins, David Murphy, Lee Hanson, Mary Rachael
- Absent** Alene Swinehart
- 5:37 p.m.** Welcome to guests, staff and Board members.  
Accept Consensus items. Addition to Agenda.  
GM Report: accounts payable ratio to inventory (.96) and debt to equity (1.0 – lowest in 5 months) shared and discussed. Gross sales increase of 4.14% at end of quarter and net sales increase of 7.5% shared and discussed. Also shared was the record sales of \$86,000 for the previous week and the first week of the new quarter showed a 9% increase.
- 5:45 p.m.** L6 Report: Note: accounts payable on handout should be .91. Discussion included that the insurance is the same, that the health inspection did not occur during March, which is when it typically occurs – last inspection was September '08, the backing up of computer files which Jim will look into and an audit of L6.7 shows funds with FDIC still fully protected. No concerns. Compliant.  
L7 Report: Discussion included that data is getting to Board members in a timely manner, how to deal with corrections needing to be made re: to L7, and the website; its usability and updating, including new photos of the Board. No concerns. Compliant.
- 5:52 p.m.** M1-M4 Report Committee: Call for volunteers to go over M1 through M4 and report back to Board next month. Carla McCullough, Ingrid Kirst, Gail Kendall, and Keith Dubas volunteered.  
June Elections: Discussion included an article being written for News Bites about “Being a Board Member,” and the by-laws currently stating that there can be a “maximum of 15” Board members for three years terms each. Ingrid Kirst and Keith Dubas are up for re-election.

- 6:01 p.m.** GM Presentation on Status of Expansion: Lee Hanson spoke on the growth of the deli and plans with expansion (meals to go, grab and go cafeteria style and one-on-one deli service with an individual who services meat, cheese and the deli counter) and labor expense issues: the biggest expense for the deli and the highest for the store. Healthy meals and the idea of putting up a 3-ring binder with everything the deli serves and its contents with a nutritional guide discussed. Kelsi Swanson spoke about the current blueprint designed by PJ Hoffman, managers designating their space, current discussions with Bruce Workman, the main Central Region distributor with UNFI, about discounts and free-fills for the new space, recent Member Survey, and new fixtures with expansion. Jim Nelson shared preliminary fixture/floor plan and discussed current timeline with PJ Hoffman's design. Discussion included design being within code, hiring of architect and contractors. Goals of the design are \$900. of retail per square foot, which equals 5000 square feet of retail. Latest blueprint offers 4812 feet of retail; including but not limited to storage (locked and unlocked), meat and meat storage with 16 foot freezer, bakery, produce cooler, break room, customer service with 4<sup>th</sup> check out stand and 3 separate check stands, produce, 36 feet of refrigerator, dairy and cheese, grab and go area, additional 8 feet of bulk items, 10 doors of frozen items, possible double hydrolic doors for exit, seating area, and the fact that if we try to add a community room it will cut into needed retail space. Decision-making questioned and discussed. Timeline includes an October grand opening.
- 6:47 p.m.** Member-Owner Yearly Equity Contribution: Discussion included raising annual membership from \$25 (which it has been since 1995) to \$40 and when the increase should occur. All Board members agreed on amount of increase but not on the timing of when it should be initiated. Jackie Barnhardt discussed current trends at other Co-ops and recent Member Drive which added an additional 160 members, 60 in the month of March. The option of a sliding scale for low income members discussed, which would require a change in By-Laws. Currently there is a Member Grant Program in place for people needing assistance with membership.
- 7:13 p.m.** Member Loan Collection Progress Report: Currently \$145,000. has been collected in Member Loans with 23 people who pledged loans of \$55,000, yet to be collected. Discussion included re-contacting people who did not commit in the recent Member Loan Drive with a letter or individual telephone call. The Member Loan Committee will meet to discuss options.

- 7:22 p.m.** GM Incentive Bonus Plan: Discussion included recent email sent out to Board members by Miles Bryant regarding the two plans. Board members are encouraged to share their opinions via email on the two options.
- 7:24 p.m.** Policy Committee Report: Committee met and discussion will take place at next Board meeting.  
Member Loan Committee Report: Committee met and plans to reconvene.  
Finance Committee Report: Committee did not meet.
- 7:26 p.m.** CCMA (added to Agenda): Upcoming conference in Pittsburgh scheduled for June 12<sup>th</sup> – 14<sup>th</sup>. Grant options available for a Board member to attend. Anyone interested should email Keith Dubas.
- 7:30 p.m.** Adjourn

Respectfully Submitted,  
Mary Rachael

**Next Meeting:** May 4, 2009 from 5:30 to 7:30 p.m. at Irving Rec Center.