

Blue Hill Co-op Board Meeting

May 19, 2020, Zoom Call

Board Members Attending: Aaron Dority, Deborah Evans, Diane Bianco, Edie Dunham, Jennifer Traub, Jerome Lawther, Jim Picariello, Martha Shepherd (Staff Position), Susan Snider, Tim Tunney, Paul McNulty

Absent Board Member(s): No absent board members

Others Attending: Julia Klein (Minute Taker), Kevin Gadsby (General Manager)

Julia Klein, minute taker

Diane Bianco, meeting facilitator, timekeeper
tasks and decisions

Open Owner Time: No owners were present.

Approval of Minutes: **Susan moved to approve the March 24/25, 2020 board meeting minutes. Edie seconded the motion. The motion unanimously carries.**

GM Monitoring: Kevin shared highlights from his sales summary. He noted that the Co-op was awarded a \$17,114 grant toward solar. The following day a member called to donate \$5,000! Another member donated \$200. Members are concerned to see the Co-op succeed despite challenges. Kevin reported that Web-Cart continues to be highly successful as seasonal members are returning and carefully quarantining for 14 days. General sales are strong. Web Cart orders are particularly high dollar. Owners are appreciative of the service. Jim noted that March and April grocery and produce sales are particularly high. Kevin responded that produce numbers are due in part to Four Season's selling exclusively through the Co-op until this week. Their produce will now arrive on Tuesday's only as their farm stand has opened.

Café Sales– Kevin explained that the Café typically makes up around 20% of store sales and has plummeted. Most Co-ops have experienced 40-90% drop in Café sales during this period. Sales are beginning to rise and reached \$1,000 today. Outdoor eating has opened with limited tables.

Kevin opened the floor to questions. Jen asked about the deferment on P&I payments. Kevin responded that May and June's payments have been deferred with both institutions. Payments have been reassigned to the end of the loans. Jen asked how this compares with practices of other Co-ops with loans. Kevin responded that in a recent nationwide meeting, it was advised that Co-op keep cash in hand. Tim recommended pursuing a refund on the interest for the deferred months.

The board requested a budget versus actual comparison in the P&L statement. Kevin is meeting with the bookkeeper to reinstate reporting. He noted that the Co-op is running at

a net loss this year if fundraising funds are removed from the P&L. Tim commented that the finance committee will also establish reporting. He noted that the 1st quarter is always low but is turning around. Tim will organize the next finance committee meeting.

Policy Governance: The policy governance reporting schedule will resume in June with reports from Aaron and Edie. Kevin will also resume reporting. Diane will email policy governance materials.

Paycheck Protection Program Loan: Kevin asked Tim about allocating payroll toward staff as bonus or danger payment to make up at least 75% of available PPP funds. Tim advised waiting for more information before making allocations but recommended using every available dollar. Susan asked about pursuing forgiveness for the loan. Tim explained the forgiveness timeline and recommended waiting for the FDA to finalize their paperwork process. Documentation is fairly simple and prospects for forgiveness are good. All payroll except federal payroll taxes may be counted toward the loan.

Google Suite: Jerome recommended opening a Google suite for the board, enabling consolidation of documents, email, and video chat services. He asked for the board's approval to pursue this service. Aaron noted that board email addresses do not need to change. Discussion ensued and Susan and Edie expressed discomfort with Google suite and satisfaction with current document sharing methods. Deborah inquired regarding document backup at the Co-op. Kevin responded that everything is stored and backed up within the Co-op's server. Kevin will consult with Stan, in I.T., regarding streamlining online document sharing for the board. He will inquire whether the existing server would support document sharing or if Stan recommends Google, or another format. **The discussion was tabled for the June meeting.**

Kevin shared an NCG article highlighting the Blue Hill Co-op for accomplishing significant sales growth during the pandemic while many co-ops have struggled. Kevin congratulated the staff for their co-operation with the constant adjustments needed, and for gaining NCG's notice.

Susan inquired about progress on E.V. charging stations as discussed prior to COVID 19. Kevin responded that he has reengaged the sales rep at Revision Energy but was advised to wait for a grant program, which will be reinstated in the near future.

Susan asked how the board can be helpful to Kevin during this time of crisis. She expressed amazement at how well Co-op has weathered and emphasized that it couldn't have been done without Kevin. Diane echoed praise for Kevin's work.

Next Meeting: Jerome will be unable to attend the June 16th board meeting. Diane will email regarding a possible date change.

Agenda:

GM Report

Policy Governance – Aaron, Edie

Google Suite

Meeting Evaluation: Two thumbs up! The best it could be under the circumstances!

Executive Session: GM Compensation.

Due Date for the Board Packet: Items for the Board Packet will be due on Sunday, June 14, 2020.

Next Meeting: Wednesday, June 24, 2020 6:30-9:00 PM, Blue Hill Co-op, Cafe.

Minutes respectfully submitted by Julia Klein