

Sitka Food Co-op – Meeting Minutes - Annual Membership Meeting

February 21, 2016, 12:00pm, Sprucecot Cottage

Attendees

Board of Directors: Maricruz Vega* (Vice Chair), Jen Mac Donald* (Secretary), Robert Baines*

Staff: Keith Nyitray* (General Manager), Shira Kahan* (Assistant Manager/Volunteer)

Members/Observers: Hilloah Courtney*, Angela DeWinter*, Jacquie Foss*, Pat Hanson*, Rachel Jones*, Deb LeVeck, Diane Linn*, Richard Linn, Matthew Linn, Amber Parker*, Arthur Parker, Denton Pearson, Francis Wegman-Lawless*

***Total Members Present:** 13

I. Reception/Potluck.

II. 12:30pm Call to Order.

III. Adoption of Agenda (approved 13-0)

IV. Reports of Directors

a. Vice-Chair

- i. **2015 Highlights:** Hired Keith Nyitray as General Manager (GM), focused our time on training, oversight, and clarification of GM and board responsibilities; assisted with producing advertising materials and marketing (brochure, flyers, website, farmer's market booth, etc); helped with implementation of the \$10,000 matching SEED grant from Food Cooperative Initiative (FCI) that Keith applied for and the Co-op was granted; conducted two workshops (Stuart Reid from FCI on strategic planning; Todd Wallace from CDS Consulting Services Co-op on finances and equity systems). (Check our website for a complete annual report: sitkafoodcoop.org)

b. Treasurer (vacant; see GM report for the state the Co-op's finances)

c. Secretary

- i. Discussed board vacancies and challenges of making progress with limited capacity; expressed appreciation for Keith's perseverance with limited board support; excited about 2016 prospects with renewed interest in member participation on the board!

V. Report of General Manager

- a. **2015 Highlights:** 165 paid members (18% increase from 2014); 19% increase in sales from 2014; expanded services (twice/month produce delivery, retail table inventory); hired an Assistant Manager; advertising/marketing; Foodclub ordering site improvements (Check our website for a complete annual report: sitkafoodcoop.org)
- b. **Staffing Change:** Shira Kahan has accepted a full-time position with the Sitka Summer Music Festival (Congratulations!) and has stepped down from her part-time position with the Co-op. Shira has been an asset to the Co-op during her time with us and will be greatly missed as an employee, but she expects to continue volunteering at delivery days!
- c. **Recognition of Volunteers:** Members gave over 700 hours of their time in 2015 at delivery days. Our top volunteers were: DeWinter Family, Deb LeVeck, Kathleen McCrossin, Hilloah Courtney, Ariane & Geoff Goudeau, Pam Bennion, Betsy Decker, Amber & Arthur Parker, Angie Bartolaba, and Lacey Pennington. We greatly appreciate all of our volunteers and could not do what we do without you – Thank you!!
- d. **What's coming in 2016:** Hiring part-time cashiers; new logo; new Point-of-Sale system to help track inventory and member purchases for potential patronage dividends down the road; potential for expanding Blue Valley Meats orders to once/month (requires a certain amount of orders across all SE Alaska communities before Blue Valley can make this happen); possibly restructuring ordering system to allow for full deliveries twice/month (not just produce); waiting on gaming permit to conduct raffles (looking into raffling half a cow from Blue Valley Meats); more Foodclub improvements; sponsoring Youth Advocates of Sitka's business program for their upcoming Food Truck operations. 2016 will definitely be exciting...and challenging!

e. Co-op Finances:

- i. **Budget:** A draft was shared with meeting participants showing 2015 proposed/actual budgets and 2016 proposed budget - some adjustments may occur throughout the year, but this is our best forecast for the coming year. The 2016 budget has been sent to the board for approval.
- ii. **Income Statement:** Net income for 2015 is \$-2,296. Note: grant reimbursements arriving after the December 31st for expenses incurred in 2015 were not included in 2015 income. We essentially broke even in 2015 when factoring in grant income. More details can be found in the annual report posted on sitkafoodcoop.org.
- iii. **Statement of Retained Earnings:** See figure on right.
- iv. **Balance Sheet:** See figure on right.
- v. **Statement of Changes in Financial Position:** Net income decrease from 2014 (\$1,886) to 2015 (\$-2,296).

VI. Reports of Committees

- a. No reports: Committees were established in 2014, but due to lack of member participation and vacancies on the board, we have made little progress on the priorities identified in our strategic plan. We will attempt to reinvigorate our membership and seek participation to accomplish priorities in 2016.

VII. Old Business

- a. Bylaws Changes: Members approved (13-0) the following changes:
 - i. Increase number of board members from five to seven (seats A-G).
 - ii. Increase board terms from two years to three years with staggered terms.
 - iii. Allow for stipend/reimbursements for board members with a review annually by the membership at the annual meeting.
 - iv. Minor text edits/deletion of irrelevant sections/formatting/cleanup.

VIII. New Business

- a. **Election of Directors** – seats A and C through G were vacant for election.
 - i. Six names were nominated for board seats: Robert Baines, Jacquie Foss, Pat Hanson, Rachel Jones, Robin Sherman, and Maricruz Vega. Members voted and approved the following new board members (13-0):
 - 1. Seat A, one year term = Pat Hanson
 - 2. Seat C, one year term = Robin Sherman
 - 3. Seat D, two year term = Jacquie Foss
 - 4. Seat E, two year term = Rachel Jones
 - 5. Seat F, three year term = Robert Baines
 - 6. Seat G, three year term = Maricruz Vega
 - ii. Jen Mac Donald (Seat B) will continue through the end of her term (February 2017).

Sitka Food Co-op Balance Sheet As of December 31, 2015	
	Total
ASSETS	
Current Assets	
Bank Accounts	
Co-op Checking	10,040.79
Co-op Savings	3,417.03
Total Bank Accounts	\$13,457.82
Other current assets	
Inventory	2,105.00
Undeposited Funds	0.00
Total Other current assets	\$2,105.00
Total Current Assets	\$15,562.82
Fixed Assets	
Furniture and Equipment	2,009.56
Total Fixed Assets	\$2,009.56
Other Assets	
Security Deposits Asset	4,150.00
Total Other Assets	\$4,150.00
TOTAL ASSETS	\$21,722.38
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Co-op Credit Card	12,238.80
VISA - CORP (deleted)	0.00
Total Credit Cards	\$12,238.80
Other Current Liabilities	
City and Borough of Sitka Payable	1,305.06
Payroll Liabilities	
AK Unemployment Tax	134.25
Federal Taxes (941/944)	241.55
Federal Unemployment (940)	58.02
Total Payroll Liabilities	433.82
Total Other Current Liabilities	\$1,738.88
Total Current Liabilities	\$13,977.68
Total Liabilities	\$13,977.68
Equity	
Retained Earnings	10,040.37
Net Income	-2,295.67
Total Equity	\$7,744.70
TOTAL LIABILITIES AND EQUITY	\$21,722.38

b. Committees

- i. The new board will be reviewing priorities for 2016 and establishing/re-establishing committees. We expect to have committees for membership recruitment/outreach, marketing, and facility development. Meeting participants signed up indicating potential interest – more information will be shared after the first board meeting.

IX. Membership Feedback/Discussion

- a. Member equity system – introduced the concept of an equity system to members; expect to hold a special meeting in November 2016 to vote on an equity system and start implementing the new system January 2017.
- b. Food hub/"Sitka Community Marketplace" – briefly described the concept that came out of the October strategic planning workshop and the need for member involvement to refine and further develop this concept.
- c. Donation Policy – we expect to develop a formal policy for donation requests and will be seeking member input later this year.
- d. General comments/feedback – participants expressed appreciation for all that the Co-op is doing and provided overall positive feedback to the board and GM.

Thank you to all who attended (the potluck dishes were delicious) and a special THANK YOU to Judy Johnstone and family for providing Sprucecot Cottage for the meeting space!

Meeting Adjourned: 2:15pm