

MINUTES

This meeting was held in person at the Co-op, 12/19/2024

Meeting started at 5:30 pm and ended at 6:37 pm

Board members present: Terra Marshall (Co-President), Andrea Burkins (Co-President), Jerome Smith, Buffy Ford, Tricia Baehr, Marielle Angell (via Zoom), Jamie Carson (via Zoom), Clare Schwartz (Treasurer) via Zoom.

Board members not present: Laura Ann Edmonds (Secretary).

Others present: Amy Zimmerman (Board Assistant), Bobby Sullivan (General Manager), Dyllan Simmons (Operations Manager), Rose Marie (Columinate) (via Zoom).

Meeting Summary

- Check-ins
- Owner Comments
- Discussion: Upgrading Columinate
- 12/19/2024 Agenda, approved
- 11/21/2024 Minutes, approved
- Rose Marie, Columinate
- GM Reports and Updates
 - B1 Financial, approved
 - B3 Asset Protection, vote moved to January 2025
- Check-ins

Owner Comments

Approve December 2024 Agenda

- Tricia motioned to approve the December agenda, Buffy seconded. Motion approved.

Approve November 2024 Minutes

- Jerome motioned to approve the November minutes, Tricia seconded. Motion approved.

Discussion on upgrading Columinate program

- Upgrading the columinate program for more time with Rose Marie can be an executive decision. It was discussed that this would be beneficial to the board.

GM Reports and Update

- The store is doing well, getting back on track.
 - We've received \$100,000 in hurricane relief funds from Cooperative Development Foundation (CDF) and National Co+op Grocers (NCG).
 - The Co-op received \$100,000 in insurance coverage for hurricane relief.
- B1 Finance Report: Bobby went over the updated number in the insurance amount, and went over some of the report again.
 - Tricia motioned Terra Seconded to approve B1.
- B3 Asset Protection
 - Discussion on coupon management. Bobby addressed the issue of coupons not being submitted on time from the previous front end manager, which led to financial losses. The procedure will be updated to prevent future occurrences., we plan to adopt a safeguarding approach similar to Hendersonville Co-op's. They process the dailys twice a week, a practice we intend to follow. Dyllan mentioned he will be holding a staff meeting in either January or February to further discuss this and will

- reiterate to staff that the coupons have a monetary value.
- Discussion on getting E&O insurance, Bobby will look into it.
 - After we get Financials turned in, we should commission another audit.
 - We can hire Audrey from Columinate for an audit.
 - Discussion on the recent theft incident. Bobby responded to inquiries about the event and the preventive measures being implemented going forward. He presented a report detailing the steps taken, including securing the point of sale systems and additional safety protocols.
 - We are getting e-gift cards through ECRS that will be for sale on our website.
 - Hendersonville came over to help with training.
 - We are getting training with ECRS, and automated reports.
 - Vote was postponed until January Board Meeting.

Meeting went into executive session, 6:45 pm.

Moved to next meeting:

- Vote for GM Report, B3 Asset Protection
- Committee formation and delegation for goals

Next meeting will be 1/16/2025 at 5:30 pm.

Amy Zimmerman, Board Assistant