

Board of Directors' Meeting Notes for February 19, 2018

Board of Directors Present: Ofelia Alvarado, Andi Briceno, Stephanie Mood, Derek Casady, Steve Myrick, Andre Andersen, and Jamie Decker. Staff: Jim Kase and Gloria Isselhard. Guests: Paul Maschel, Jessie Lamb, and Phillip Gianopulos.

Board Study: Board Conflict of Interest

Jessie Lamb conducted the Board Study discussion on whether a board member may initiate a request for donations to an organization with which they are affiliated.

New Business

Andi presented details of the proposed sponsorship of the California Center for Co-op Development (CCCD) convention taking place in San Diego in April. Outreach and Education Committee members Stephanie, Andre and Andi will participate in a panel presentation at the convention. Andi made a motion that the Co-op donate \$1,000 for sponsorship of CCCD. Stephanie seconded. Vote: in favor – 4; opposed – 2; abstained – 1; motion passed.

Outreach and Education Committee

Andi read thank you notes from organizations that had received donations from the Co-op, including Ocean Beach Elementary's Jog-A-Thon, SanDiego350, and the Ocean Beach Main Street Association Annual Awards Celebration.

Andi circulated the list of sponsorship opportunities for the CCCD Conference being held in San Diego in April. Andi made a motion that the Finance Committee recommend to the Board of Directors (BOD) that a donation of \$1,000 be made to the CCCD Conference. Andre seconded. Vote: passed unanimously.

Andi reported that People's does not have a clear policy regarding donations made by the Co-op and possible conflicts of interest. It was suggested that this be the subject of Board Study at the March BOD meeting.

Andi reported that a speaker for People's Annual Meeting has yet to be chosen. It was suggested that Kim Frink from the Imperial Beach Suncoast Market Co-op be contacted.

Planning Committee

Stephanie reported that the annual conference of the Consumer Cooperative Management Association will be held in Portland this year. We have not sent a representative for the last two years, and it was felt that we should have representation this year. Jim reported that there are scholarships available and that he would do research on how to obtain them. Stephanie asked Jessie Lamb to lead a discussion on Conflict of Interest for the Board Study at the March BOD meeting.

Finance Committee

Steve reviewed the January financials. Total revenue is down 5 percent. Total cost of sales is down 2 percent and gross profit is down 10 percent. Sales per paid labor hour were \$83.81 compared to \$88.12 in 2017. Labor to sales ratio was 32.83 percent compared to 25.12 percent in 2017. The utilities report shows electricity usage and costs are up, water expense is also up and gas costs are down. Total utilities costs are 19.49 percent higher than January 2017.

Derek made a motion that the 2018 Operating Budget be approved. Stephanie seconded. Vote: passed unanimously.

Nominating Committee

Andi reported that there are seven candidates running for four open seats. The Meet and Greet will be held on March 11, from 1 - 3 p.m. She asked BOD members to help solicit votes. 350 votes are needed to make it a valid election. The Annual Meeting is scheduled for April 7, 12 - 2 p.m. at the Ocean Beach Woman's Club.

General Manager's Operations Report

February of 2018 was the first time that People's offered an Owner Appreciation Week rather than the traditional Owner Appreciation Days, which took place the week before Valentine's Day. This year we held a "pick your own day" discount during the owner appreciation week. This seemed to be a good compromise between the hectic days and the whole month, which has not produced the lift in sales we would like to see. Offering a discount for one week, where People's member-owners could choose their own day, helped staff keep shelves stocked and still produced strong sales. As in past years, People's raffled off beautiful Valentine's Day baskets. Thank you to staff members Elizabeth Sampedro and Jamie Decker for putting the baskets together. They are always a hit and add some extra excitement to Valentine's Day. The next Owner Appreciation event will be held in May. We are looking at the possibility of offering more than one shopping trip during each owner's chosen day to see if that has a positive effect on sales.

Our annual report to the California Air Resources Board was filed in February, which requires us to report the results of our quarterly refrigeration leak checks performed in 2017. People's had no detectable leaks during the year. We have also had our first leak inspection of 2018, again with no refrigerant loss.

A new hire training day was held in February and consisted of Co-op training, customer service training, membership training, safety orientation, and a greeting from the General Manager. New hire trainings are being held every other month. Staff from the café and market who have not attended prior trainings are required to be present.