

OKLAHOMA FOOD COOPERATIVE

BOARD MEETING

Operations Center

December 5, 2010

Board members attending - Deedra Hovey, Ann Young, Dawn Mahiya, Kara Joy McKee, Robert Waldrop, Leah Afill, April Harrington, Chelsey Simpson, Greg Parker, and Walter Kelley.

Also attending - Aaron Killough, Carolyn Harris, Phil Young, Lauren Brandeberry, Jacki Morton, and Adam Price.

Dawn convened the meeting at 4:40 p.m. The agenda for the meeting was approved unanimously.

The consent docket included:

1. approval of the November minutes
2. approval of new members and issuance of appropriate stock

Motion (Bob, Leah) The consent docket is approved.

The motion passed unanimously. Dawn noted that problems remain with the membership report. Only 19 new members were listed last month, but she is sure that some are missing.

New producer

Lakeview Farms was approved to sell eggs through the Co-op by a unanimous vote of the Board in a poll conducted online.

CIO report

Greg said that they are currently rewriting the software and hope to be finished by March. Present work is on product search capability and security. He strongly urged the Board to send him ideas for the new website! They are also working on the membership application process. He reminded the Board that he had sent them a producer survey to complete as a test of the survey. Chelsey asked about how the site is working aesthetically. Greg said that the tomato plant design is interfering with text and that he needs to get back to Ben (the designer) for improvements.

Producer comments

Jacki Morton presented a written proposal that the Co-op use one of its small refrigerated trailers to create a mobile market operated by several Co-op members under the umbrella of the Co-op. The idea is to create a diverse and open distribution system that would benefit both customers and producers through increased sales and increased availability. The Co-op would collect about 3-5 % to cover costs. Robert was concerned that the plan would not increase substantially money flowing into the Co-op for its operating expenses. The Board agreed to add the proposal to its collection of brainstorming ideas for raising money.

Elections

A letter has gone out to the membership soliciting candidates for three Board positions: President, Vice President for Producers, and Secretary. So far there are no official candidates although several people have expressed interest in running. A brief discussion determined that no at-large positions will be open, unless one of the three current at-large Board members is elected to fill one of the open positions.

Financial report

April distributed a report containing income and expenses for October 2010 and comparing income and expenses for January through October 2010 to those for calendar year 2009. Net income is down about \$2,000 so far for 2010. Our costs for items lost is up significantly this year. Also, we are spending much more for ice chests this year, which means we need to do a better job of tracking these. Paypal expenses seem too high, and we will look for a cheaper service. Lori has been promoted to the position of Financial Manager, and Jonalu has the title of Office Manager. We need to be more aggressive in collecting bad debt, perhaps by hiring a collection agency. We also should work with site managers to reduce the number of people failing to pay.

Budget

Kara Joy submitted a revised budget to the Board. The changes from an earlier version were highlighted. The changes were motivated by the data collected from January through October. Greg said he would like to see the previous budget numbers for comparison before voting on the budget.

GOM salary presentation and discussion

Kara Joy passed out a report containing the following information:

1. Areas she needs to focus on, as identified by the GOM review team, and the ways in which she has addressed these.
2. Additional review comments.
3. Ideas for future review and supervision.

4. Delivery day report.
5. Staff changes.
6. Cost saving and revenue increasing ideas implemented, such as reduction of work credits and lower volunteer food expense.
7. Future plans for cost savings and revenue increases.

Based on her survey of salaries for managers in comparable businesses, she is requesting a 20% increase in salary. During the discussion that followed, Kara Joy offered to step out of the room if the Board wanted to go into executive session to discuss her request, but since no one expressed a desire to do that, the discussion continued in open session.

Leah said that the next review will be in a month or so, and she believes that the Board will be better able to make a decision when the job is more accurately described. Kara Joy pointed out that the job description she has contains more than one person can do, and she needs supervision to know where to focus. Leah said that an important part of the job is delegating duties. Kara Joy mentioned that her monthly reports were not included in her review. Also, she was unaware that the President's email had changed, so correspondence with the President has been incomplete. Chelsey encouraged Kara Joy and Dawn to talk on a regular basis at prearranged times. April believes we can afford to pay the GOM more money and that a manager is a basic asset for the Co-op, so if necessary additional salary should come out of a different pool of money.

Motion (Robert, Ann) **The GOM will be given a 20% raise, effective December 1, 2010.**

The motion passed with Leah and Greg voting against.

Vice President for Customers report

Chelsey reported that the member survey had been sent out as part of the announcement of the opening of the December order, but it will be sent out again in order to attract more responses. She encouraged the Board to test out the producer survey that was sent to each member by email. She plans to work on an email newsletter format that will include appealing graphics for disseminating information to members.

Producer report

Robert is looking into ways of getting better quality feed for laying hens.

Kara Joy mentioned that her team is working on getting procedures from everyone, including those for producers.

Management report

The management team has not had a meeting but has been in communication by email. Kara Joy sent out a report by email. There have been recurring problems with one or more producers, so she will be invoking the problem producer procedure. There have been discussions about how food should be offered at the annual meeting, either by

potluck, producer samples, or both. She will involve more producers in future talks to make sure their points of view are represented in the final decision.

Greg mentioned that we appear to have about 3,474 actual memberships, so we will need to have at least 174 memberships at the annual meeting in order to have a quorum.

Discussion of brainstorming ideas

Jacki gave more details about her proposal. Robert suggested that she present her proposal to the worker-owned cooperative group. He also distributed some numbers to illustrate how many shoppers would be needed to support various numbers of employees if the Co-op established a mobile market, based on a 3 week month of mobile market sales and one week of employee work on delivery day.

The Board decided to schedule a special meeting on January 2 to continue discussing the list of brainstorming ideas.

The meeting adjourned at 7:55 p.m.

Submitted by Walter Kelley, Secretary