

## CNFC Board Minutes: Nov. 19th, 2015

*in attendance:* De, Philip, Suzanne, Fred, Lee, Eric, Mary-Lu, Michael, Mielle, Myann

1. approval of minutes

*motion:* De moves to approve. Suzanne seconds. All are in favour.

2. approval of agenda

*motion:* Fred moves to approve the agenda. Philip seconds. All are in favour.

3. manager's report

Discussion of management team system. A job description is requested. Discussion of how decision-making works.

**Cafe:**

- The ordering system between front and back is being streamlined. Also, the store produce buyer will go through peripheral veggies and bring to cafe, the cafe will only then accept or 'buy' what they want to use.
- New accounting system for cafe: 'Chef Tec'—allows us to build recipes into the system to price out recipes.
- Discussion of long-term plans and possibilities for the cafe and the current focus is putting fundamentals in place: organization, systems, etc.

**Store:**

- Margin tracking once a week is being set up in produce. A store review process is also being set up.
- The new generator has arrived. The co-op will pay an extra approx. \$1500. We'll take the final draw from vacancy of \$14,000 to complete the electrical and roof.
- The new staff evaluation process is underway and will be completed by early January.
- De and Suzanne will conduct Eric's review together and report back to the board.

**4. reports from committees****Finance committee:**

- The bottom line is okay: there is a modest but measurable year-to-year increase. We'll be okay this winter. We made some targets.
- NYOB is being replaced with Quickbooks.
- Suggestion: a pilot project for part of the store with bar codes of real-time tracking. This would be a phased implementation, starting with HABA (health and beauty). If it goes well, then adding canned goods, and then make it a target to add the rest of the goods for the 2017 fiscal year.
- Question for FAC: How to address taxes on the funds collected for the land purchase? Is this a time for more capital investments?

**Member and producer relations (ie: fun committee):**

- Steve and Lexi have agreed to be on the committee.

**5. go-green grant update**

Secretary gives an update. Discussion: how to fit the grant with the needs of the community. The main need is outdoor market space...and fencing for dog poo. We could design the structure to begin a fence line.

*motion: Fred moves to hire Mielle as project co-ordinator with the task of ensuring the completion of the project. The hourly rate is \$25, with a ceiling of \$15% of the grant. All are in favour.*

The structure should include the following: a roof, a raised floor, signage & seating. The structure must be situated to include the swing. The signage should be graphic and child-friendly.

6. follow-up re: local growers correspondence

Member's letter is discussed in more concrete detail and the situation is understood: we made a buying error, but it wasn't part of a policy.

Discussion: The manager holds knows these details, yet developing local produce policy is the role of the board. Member's letter contributes a lot of good feedback.

*unanimous motion: we revisit local food and pricing policy next meeting.*

*Fred moves to adjourn. De seconds. All are in favour.*

Next meeting: Dec. 17th