

Board of Directors Meeting Minutes

Purple Porch Food Co-Op

Recorded January 23, 2024

Attending: Dwight King, Rosie Leyva, Coy Brown, Richard Klinedinst, Mike Keen, Sheila McCarthy

GM: Kristy Robinson

General Members or other PPFC Managers: n.a

Absences: Zach Schrank, Felicia Metoyer, Sarah Carruthers, Danielle Meersman

Meeting Location: South Bend Heritage Foundation, 803 Lincoln Way West

6:51 PM Call to Order

6:52 PM Review of Action Items (Rosie)

1. Add board meeting minutes to PPFC website (Rosie)
2. Add Non-Compliance B Report updates to the minutes (Kristy & Rosie)
3. Re-visit Planning Budget sub-committee for 2024 Budget (Kristy, Mike Geglio & Danielle)
4. ~~Introduction of NCG at board retreat (Kristy)~~
5. GM to provide board documentation to the board secretary with two days advance notice of the board meeting (Kristy)
6. ~~Summarize self-evaluation responses for board retreat (Dwight)~~

6:55 PM Board Education

- Board discussion of article *Duties and Responsibilities of Cooperative Board Members*.
- Board review of Articles of Incorporation, Certificate of Existence, Mutual Beneficial Corporation, and Revised Model Business Corporation Act

7:37 PM GM Report

- B3 – Asset Protection. GM to verify insurance in place is sufficient
- Store update. End of year sales down 4.8% from last year
- Shrink end of year percentage is good at 2.12% (range is 1.5-2.5%)
- Profit and Loss. End the year in the red.

8:25 Review Action Items

1. Add board meeting minutes to PPFC website (Rosie)
2. Add Non-Compliance B Report updates to the minutes (Kristy & Rosie)
3. Re-visit Planning Budget sub-committee for 2024 Budget (Kristy, Mike Geglio & Danielle)
4. GM must provide documentation to the board secretary on the Thursday prior to the board meeting, so that the secretary can send out the board packet on the Sunday before the Tuesday meeting. (Kristy)
5. Approve Nov. Meeting Minutes
6. Revisit self-evaluation responses (Dwight)
7. Short script/topics for calls to members (Mike)
8. All board members complete Conflict & Interest form. Submit to board secretary by March board meeting.

8:29 PM The January minutes shall include a record of a motion that was approved unanimously.

Motion: Are you in favor of spending approval allowing Kristy to make a bid in the range of \$20,000 to \$35,000 for a newly available beer and wine grocery dealer permit for Purple Porch.

8:29 PM Next meeting is scheduled for February 27, 2024.

8:30 PM Meeting adjourned

- Motion to adjourn by Mike and seconded by Sheila. All in favor