



Meeting Minutes of the Board of Directors

September 17, 2018

PRFC Community Room

Consent Agenda: call to order/roll call/ acceptance of the minutes of 9/3/18

Roll: Tim Mathern, Steve Wood, Brian Arett, Abby Gold (Skype), Kaye Kirsch & Trae Long. Absent: Josh Ulrich, Gretchen Harvey, Lynn Brakke & Mark Askegaard.

Action: Motion made and approved to accept the consent agenda.

Welcome Owners: Tim –no owners or guests present.

Interim General Manager & Marketing Report: Kaye—reminded board members of her vacation days and noted Brett will be overseeing the store. She will be available via email if needed. The GM transition is going smoothly and the store currently is fully staffed. Sales and labor are holding steady. Owner email about stock offering went out this morning. The loading dock is operational again although 12th street parking not yet available. Thursday is owner appreciation day and October is Co-op month, and new ownership incentives will be offered. “Food for Change” film will be shown on October 22 at the Fargo Theater’s small screen. Bulk and Equal Exchange will also have specials in October. October is a great month to showcase why and how Co-ops are special.

General Manager Transition Report: Trae—Reports that the transition is going well so far. He has gotten the high points of the marketing plan so far and marketing will be the focus of the time he has left with Kaye. He is getting used to the volume (produce) of items sold and will work with Bjorn to come up to speed with local producer relationships. He is working with Brett on HR and plans to change a few things with respect to onboarding process. He is learning about HVAC and refrigeration and will be meeting with the technician who will walk him through the systems. He has plans for ads and sales and reports that the staff is ready. Intends to hire for marketing needs.

Committee Reports:

Finance: Steve – Steve reviewed August financials. Sales were consistent with July report. There were some questions for Steve and he also reported that taxes have been filed.

Preferred Stock Campaign: Brian –Kaye, Abby Trae, Brian and Steve met on Friday to finalize the owner email, which was sent out on Monday 17th. Tim, Brian, Abby, and Steve will make follow-up phone calls to reiterate the email message. Some additional discussion about fundraising strategies that will be followed in the coming weeks.

Ownership: Abby—will be putting together a schedule for the weekends in October for board members and other volunteers to bag groceries that will occur on Saturdays and maybe Sundays. Also in review is

the possibility of a student membership option. Abby is unable to attend the Red River market on 9/29. Trae volunteered to coordinate staffing for that date, as well as make all October dates work. He will be developing coupon ideas for distribution at the market.

Producer Relations: Trae and Lynn will be getting together to develop materials and messaging for potential producers who wish to sell to the Co-op. Trae looks forward to getting to know the producers.

Governance: Tim— Tim has been meeting with potential board member candidate.

Prairie Roots Community Fund: Tim—No report.

Executive Session: board members discussed the features of a successful transition between IGM and new GM.

Action - Email Vote 9/19/18: Motion made by chair of governance committee and seconded by secretary to appoint Arlette Preston to the board of directors of Prairie Roots Food Cooperative effective immediately. Her first board meeting will be on October 1, 2018.

Adjourn:

Next Scheduled Board meeting: Monday, October 1st at 7pm at the Co-op
Respectfully submitted, Steve Wood