

Meeting Minutes – April 1, 2019

East Lansing Food Co-op Board of Directors

**Board: Marshall Clabeaux, John Reich, Stephen Gasteyer, Steve Andre; Staff: Peggy Cunniffe  
Visitor- Mike Neller (candidate for board); Kirk Green (hopeful...)**

- **Approve agenda -- unanimous**
- **Approve draft minutes of 3/4/19 Board meeting - unanimous**
- **Staff update:**
  - Credit union balance
  - Weekly expenses report
  - Stephen (board president) and John (board treasurer) signed Lake Trust Credit Union forms since their names will now be on the Lake Trust account.
- **Lease for 3026 E. Michigan Ave**
  - Review “blank” lease emailed by Ariana Gibbs on 3/26/19
    - We are still waiting on Liz for the drawings. Ariana has talked about helping with paying for electric, but been foggy.
    - Marshall has a key to the establishment
    - Lease does not specify distribution of work.
    - We need to have in stipulation of timing of beginning
    - We need a firm date to complete contract work
    - The electric can be moved right away – the wall will need to be approved by the township
    - Marshall will proceed with negotiations... our month of free buildout will be after landlord’s buildout is done.
- **Food truck** – Marshall brought up the possibility of allowing a food truck to serve coffee outside the building but on the premises. He knows someone who has a food truck. The truck could act as a kind of a bootstrap so that customers can get coffee right from the start rather than having to wait until the co-op itself is ready to start selling beverages, etc. Maybe some rent could be charged to the food truck business, perhaps as a percentage of sales.
- **Build-out – where do we stand on these issues?**
  - Electrical contractor? – Ariana has an electrician
  - Architectural drawings (Liz Harrow) - Stephen contacted Liz tonight
  - Builders risk insurance
    - Our agent, Kapatoes, has found a property coverage policy from Zurich Insurance Company for a cost of \$400 covering the period from 4-1 to 10-1. We are still trying to figure out the liability insurance.

- What is tentative date of build-out completion?
  - Still don't know. Contingent mainly on electrical work being completed.
- **Phone and internet service for new building:**
  - Steve Andre will look into phone & internet for transfer to new store on May 1.
- **Moving out of Harrison Crossing office space:**
  - We will need to move by May 1, 2019.
  - Discuss who will assist Peggy with packing up office & who will do the actual moving. Volunteers should be given a heads up about dates if possible. Someone needs to take charge of contacting volunteers.
  - Still considering whether we should hire professional movers for very large & heavy items like steel desk.
  - Steve Andre has agreed to be responsible for packing up and moving our computer equipment, and for setting it up at the new location.
- **Hiring a general manager – still need to:**
  - Finalize job description
    - Stephen, Marshall and John will meet to finalize GM description... 8am in Stephen's office (he will supply coffee); will discuss volunteer coordinator position as well.
  - Stephen will send out the GM job description via online job sites.
- **Farmer and community contacts:**
  - Report on CSA Fair – conversations with farmers – Lots of interest in supplying the co-op.
    - Kirk added outreach for volunteer and community outreach
    - We need a volunteer coordinator – How to engage the volunteers and helping people to feel involved... May need to pay someone for 5 hours a week –
    - Kirk posting on Facebook -- about what is happening
    - Store hours, Products, EBT/SNAP/double-up food bucks... Steve will lead follow up...
  - Farmer script -- has everyone reviewed script Marshall prepared? --
    - Kirk working with Marshall work on finalizing
  - What other prep needs to be done before contacting farmers?
    - Then assigning people to make calls...
    - Stephen will reach out to students...
- **Grant applications:**
  - MDARD Value-Added grant – report by Marshall & Kirk who pointed out that the timing is significant because the grant does not retroactively refund equipment purchases made prior to receiving the grant funding.
  - Need to Contact Jaime Rehrig to make sure that we are eligible for the Patronicity – Crowd funding platforms... Go with their expert advice... This is the MEDC Local Spaces/Community Places grant... Stephen will reach out...
  - USDA Local Food Promotion Program – Marshall able to track down contact on this? -- will reach out again...

- **Annual Meeting and Board Elections**
  - Agenda
    - Peggy will send notice to owners requesting agenda items, per bylaws
    - Stephen, Marshall, and John will shape the meeting agenda
  - New project budget presentation for 4/30/19 annual meeting:
    - Discuss who is responsible for creating new project budget to present to owners
    - Marshall and John will present
  - Restructuring “membership” fees using Chris’s report:
    - We need to prepare presentation of new fee ideas for owner discussion at annual meeting; owner input will be important.
    - Marshall suggested that we have a longer discussion in two weeks about this...
  - Annual owners meeting is open to the public – only owners vote but all voices will be heard.
  
  - Board elections:
    - Recruiting board members will be crucial to making project work since there will be four open seats on election day (i.e., the two seats currently unfilled, in addition to Marshall’s and David Reyes-Gastelum’s seats)
      - all people who signed up to volunteer and asked to serve on the board...
    - So far, one self-nomination received
    - Self-nomination forms are due on 4/7/19 (by next Sunday night)
    - Peggy will present Board with a finalized ballot for approval prior to emailing it to owners on or about 4/14/19.
  
- **Next board meeting:** April 8, at the office