

**MOON CO-OP BOARD MEETING**  
**Minutes of January 14, 2009**

**Present:** Nancy Arthur, Beth Eacker, Charles Ganelin, Gini Maddocks, Rebekah Powers and Bernadette Unger.

**Approval of the Minutes:** The December 3, 2008 minutes were approved as submitted.

**Treasurer's Report:** Beth Eacker provided copies of the July 1, 2008 -January 11, 2009 Profit and Loss document as well as the current balance sheet. Board members discussed the need to re-energize the member loan campaign and to appoint a leader for the campaign.

<b>Statistics</b>	<b>December 08</b>	<b>January 09</b>	<b>Goal by Opening</b>
Equity from memberships	67,277	69,011	105,000
Number of members	445	449	600-700
Member equity from loans	0	36,511	250,000
Loan pledges	170,000	163,000	
Additional fund/spout loan	25,000	25,000	
Current cash balance	5,986	2,803	

**Membership/Education Committee Report:**

- The board accepted a member's offer to donate chef services for a community dinner in March.
- Gini Maddocks will donate one year's service agreement with an on-line newsletter service, Constant Contact. Gini anticipates that a newsletter service will make communication with MOON members easier and increase its frequency.
- Nancy Arthur shared a draft of the job description for the general manager (see attachment).

**Site Selection Committee Report:** Discussion was postponed until February because Scott Downing was unable to attend the meeting.

**Opening Timeline:** Charles Ganelin shared a projected timeline for opening a store. After lengthy discussion, the board suggested several changes and additions. Charles will finalize the timeline for the next meeting.

**Next Meeting:** The next board meeting is scheduled for February 4, 2009.

Adjournment at 9:00 PM.

## **DRAFT MOON CO-OP GENERAL MANAGER JOB DESCRIPTION**

The General Manager will help the Co-operative achieve the organizational goals developed by the Board of Directors and guided by MOON's mission statement.

The General Manager reports to the Board, which is elected by the Co-op's members. The Board operates under policy governance, a system that emphasizes the vision and values of employment and accountability. The Board uses policy governance to define the results the General Manager is expected to achieve within defined limits of prudence and ethics.

The General Manager is empowered by the Board to make decisions, create policies, and authorize engagements that s/he can demonstrate are consistent with a reasonable interpretation of Board policy.

### **FINANCIAL PLANNING**

#### **Pre-opening Responsibilities**

- Review bids from general contractors and make recommendations to the Board
- Work with general contractor to obtain equipment and fixtures for the store
- Contract with accounting service
- Set-up bank accounts and bookkeeping system

#### **Ongoing Responsibilities**

- Direct all financial operations of the retail store
- Develop long- and short-range retail goals for Board approval
- Prepare operating and capital budgets for Board approval
- Prepare and submit financial reports to the Board
- Prepare other financial documents as requested by the Board

### **OPERATIONS**

#### **Pre-opening Responsibilities**

- Research and select vendors
- Develop pricing strategy
- Develop and implement merchandising plan
- Arrange for service providers
- Obtain business insurance
- Manage POS system

#### **Ongoing Responsibilities**

- Ensure a profitable, growing business by establishing and maintaining a product mix that meets members' needs
- Ensure adequate inventory
- Design and execute a margin strategy to be price competitive yet profitable
- Create and maintain appropriate relationships with wholesale distributors, local suppliers, and other commodity sources
- Keep abreast of industry trends in natural foods retailing
- Participate in regional and national co-op and industry organizations

- Assist with routine storekeeping activities as needed

## **HUMAN RESOURCES MANAGEMENT**

### **Pre-opening Responsibilities**

- Develop staffing structure, organizational chart, and job descriptions
- Determine pay scale
- Establish employee benefits' programs
- Create personnel policy manual
- Interview and hire staff
- Develop staff training plan, including orientation about natural foods and co-ops

### **Ongoing Responsibilities**

- Ensure compliance with established personnel policies
- Maintain a safe, healthy workplace
- Hire, train, supervise and evaluate staff
- Develop an organizational structure to promote fair distribution of work
- Prepare an annual payroll budget that meets operating budget parameters

## **MARKETING**

### **Ongoing Responsibilities**

- Act as spokesperson for the co-op
- Develop and execute advertising and marketing strategies to increase public awareness of the Cooperative's products and services
- Co-ordinate community outreach efforts