

MEETING OF THE RISING TIDE BOARD

JUNE 10, 2014

The June 10 meeting of the Rising Tide board was called to order at 5:40 p.m. by President Catherine Walton. Present were

Catherine Walton, President
Jon Weislogel, Vice President
Kimberly Reed, Secretary
Sarah Matel, Treasurer

Board Members: Beth McPherson and Anna Leavitt along with newly elected Board members, Mary Ellen Barnes and Dana Wilson.

Catherine re-introduced Board guest, Judy Sandick, potential Board candidate. Also present were the Interim General Management Team: Candy Bordonaro, Dwight Chamberlain, and Karin Swanson (Recorder).

In an effort to finalize responsibilities for August, Catherine called for a review of the agenda and calendar. Karin will get the date for summer newsletter submissions to Catherine. The Board VOTED unanimously to accept the Agenda and Calendar as submitted.

There followed a review of the appointments to the Board. Members congratulated Dana Wilson and Mary Ellen Barnes on their election to the Board. Anna thanked the volunteers who counted ballots; approximately 350 votes were cast this year. The list of elected candidates for Co-ops for Community Day will be circulated.

The current officers of the Board are:

Catherine Walton, President

Sarah Matel, Treasurer

Jon Weislogel, Vice President

Kimberly Reed, Secretary

Kim will be leaving soon for further graduate work; a replacement will be elected at a later date. Jon was recently elected as Vice President so there is no need to vote on his appointment. Sarah nominated Catherine to continue as President. The Board VOTED unanimously to have Catherine Walton continue as President and to continue Sarah Matel as Treasurer. Sarah suggested that the new board members shadow a current officer if they have an interest in a particular position. Catherine mentioned that stipends are available for Board members and officers. Kim will remain as Secretary until she departs.

Catherine asked for a review of the Consent Agenda. After a motion was made, the Board VOTED unanimously to approve the Consent Agenda as presented—including approval of the minutes of the May 13 Board meeting as submitted.

Catherine then shared the news that Sherpa had resigned from his GM position. Karin Swanson, Candida Bordonaro, and Dwight Chamberlain will serve as the Interim GM Team. Their GM report was

reviewed and the Board VOTED to accept it as submitted. The Board had asked the Interim Team to list areas where the Board might offer support during their tenure. The Board will discuss these requests at Executive Session to be held after the regular meeting of the Board. Karin did note that she would appreciate assistance in the effort of serving as Recorder for the Board meeting minutes; the Board suggested she seek a staff member who might be interested in serving during the transition period.

Dwight recently attended an ECRS user's conference on the point of sale software. He provided a brief overview of the conference.

A new version of Catapult (v 5.3) has been released which will improve the performance of the registers and the back room functions of Catapult software. It will be server-based, enabling upgrades to be performed via a single point stream verses upgrading every licensed terminal in the store. Errors will automatically be transmitted to ECRS and can potentially be repaired before the store even realizes that there is a problem. This will also result in faster response times when performing updates/modifications on the database. (less than one minute verses several hours).

An option to use wireless terminals (phones, laptops, ipads, tablets etc.) will enable users to access worksheets from out on the store floor – further improving productivity. Some additional features include: the ability to print labels from any worksheet, enhanced label printing capability (including color labels and product specific attributes such as gluten free, wheat free, no salt, vegan, etc.), an on screen qwerty keyboard and the grading of inventory items. This will consist of five categories: profit, turns, sales, department and basket. Every item in the inventory will be ranked with a letter grade (A,B,C,D,F) in each of the categories. This will assist the managers/buyers in determining if a product is worth retaining in inventory.

A marketing module was also released – Loyaltybot. It can be set to automatically send ecoupons via emails/faxes to customers (based on adjustable criteria) who opt-in to the program and let them know that they have either a %discount they can use or loyalty points. There is no need for the customer to bring in a coupon or email as the system attaches the discount to their account for a period of time/# of uses that are controllable by us.

Rising Tide will perform the upgrade in several steps: phase one will consist of one register (register #3) and 5 terminals in the office (which primarily use the back office functions (web office). Once we are satisfied that users are coping with the change, the remaining two registers will be upgraded. Phase one is planned for the end of July – date TBD.

COMMITTEE REPORTS:

FARMS: Beth reported that the FARMS kitchen is beginning to evolve. Dish washer, sinks, and a double oven will be installed next. Beth is writing additional grants to fund the fire suppression hood required by code to service the kitchen. Dana Wilson, new Board member, offered help re: lists of grantors; she has foundation experience. Kim asked whether local businesses had been tapped to donate a portion of their dinner proceeds toward the hood purchase; Beth felt that they are already solicited often enough

by others. In the meantime, Beth will share her list of potential donors with Dana. Beth is also looking for donors for kitchen island stools as well.

FINANCE COMMITTEE: Sarah had briefly discussed April financials at the May meeting. She noted that the Board annually approves a credit line for Rising Tide. This year she is asking for approval in the amount of \$25,000. A motion was made to approve this credit limit and the Board VOTED unanimously to request a \$25,000 credit line from Damariscotta Bank and Trust. Sarah then summarized her ongoing conversations with our lenders: Genesis will extend our loan for an additional five years—terms to be decided. MRDA will be extending their loan through September of 2014. Sarah will have additional news about our other lenders at the next Board meeting. She then discussed the extent of the commitment necessary (two meetings a month) for a Board member to consider membership on the Finance Committee. She also reviewed preferred qualifications so that Board members might recognize those in our community who would make good candidates for Finance Committee membership.

In an attempt to identify potential Board candidates in the future, Mary Ellen suggested that the RT membership list be circulated to the Board and GM Team for review. In the meantime, Catherine encouraged Board members to speak with her directly if they have interest in serving as an officer or Committee Chair. Beth and Jon who also serve on the Nominating Committee are available for consultation as well.

CIF: John awarded one candidate (Rippling Water) from Cumberland a CIF grant. He is waiting on a second candidate who should be coming forward after the deadline.

Board Governance: The Bylaws changes voted upon recently will be posted; Anna will send the information to Elya who will update Bylaws on the RT website and place in the store binder.

Dana then invited the GM Team to join the Board at the meeting table. Catherine made a motion (seconded) to suspend formal GM reporting during the term of the interim GM team. The board then VOTED unanimously to suspend GM reporting while the interim GM is in place; meanwhile, the Board itself will continue with its formal reporting process.

New Business: The Board decided not to meet in July, though the Finance Committee will meet and generate an interim email report during that month. Given that there will be no July Board meeting, this June meeting is Kimberly's last official Board meeting. The board thanked her for her contribution and will celebrate her tenure as Secretary and Interim Vice President at a later date.

Anna and Dana will partner to complete Board report C6—Officers'Roles. In addition, Anna will write up the Board election results for the Summer Newsletter.

Judy asked if there were a Board orientation packet for new Board members. Sarah noted that there is no formal orientation process. Kim felt that her experience at the CBLD training session was fortunate timing as it came at the beginning of her tenure on the Board. Catherine will ask Thane about upcoming CBLD meetings and will contact new board members about opportunities. She will also forward some articles that Thane has shared with the Board over time to Dana and Mary Ellen.

There being no further New Business, the Board meeting adjourned at 7:05 p.m. An Executive Session followed to deal with personnel issues. During this session, the Board VOTED unanimously to invite Judy Sandick to join the board. Invitation accepted.