

# ***Fiddleheads – Board of Director***

## ***Meeting Minutes***

December 20, 2011

### **I. Call to order**

**Richard Virgin** called to order the regular meeting of the Fiddleheads Board of Directors at **7:38PM on December 20, 2011** located at **190 Broad Street, New London, CT.**

### **II. Roll call**

Jamie Lee took attendance. The following persons were present:

Richard (Dick) Virgin

Suzanne Cattanach

Ed DeMuzzio

Susan Zimmerman

Bill Hossack

Members:

None

The following were absent:

Mark Roberts

Ned Ruete

Lisa Cygan

Jim Stidfole

### **III. Approval of minutes from last meeting**

November acceptance of minutes

Move: Ed Demuzzio / Second: Bill Hossack (All in favor: 4 / Abstained: 1 / Opposed: 0)

### **IV. Member Comments**

Jamie Lee proposed sponsorship of \$250 from Fiddleheads in support of the New London New Year's Eve Gala. Tabled to actionable items under new business.

### **V. Secretary's Report**

a) No Report

### **VI. Presidents Report**

a) Projects

a. Sent out for bidding/proposals

## ***Fiddleheads – Board of Director***

- i. Lights
- ii. New Checkout Systems and POS Units (after beginning of year)
- b. Space Utilization
  - i. Space utilization is coming together with the moving of products easily on and off the floor in conjunction with the Farmer's Market on Saturday.
- c. Equipment:
  - i. Freezer Unit (16 door) online
  - ii. Milk cooler needs new gasket before going online
  - iii. Grab and go cooler needs some repair before going online
- d. By end of week expected sales to hit 1 million mark

### **VII. Financial Report**

- a) Ed Demuzzio provided handouts of numbers of current and proposed budgets
- b) Reviewed 2012 Proposed budget. Approved numbers as of the date of the meeting up to net income. Any changes will be made after further review of inventory in January. Motion: Susan Zimmerman / Second: Suzanne Cattanach (Approved: 5 / Opposed: 0)

### **VIII. Old Business**

- 1. Open Sundays – Sales Figures: First week = \$1,600, Second week = \$1,900 and Third week = \$2,600
- 2. Approved continue to stay open on Sunday's. Motion: Susan Zimmerman / Second: Ed DeMuzzio (Approved: 5 / Opposed: 0)

### **IX. New Business**

- 1. Hiring Procedures
  - a. Ed proposed to adopt a policy of giving preference to volunteers first, members second and then external.
  - b. Approved as follows: the first posting for open positions will be internal with preference for volunteers (working members) and then members whenever possible prior to considering external candidates. Moved: Richard Virgin / Second: Ed DeMuzzio (Approved: 5 / Opposed: 0)

## ***Fiddleheads – Board of Director***

2. Open Position for Bulk Coordinator. Moved: Susan Zimmerman / Second: Suzanne Cattanach (Approved: 5 / Opposed: 0)
3. NPR Update (Ed)
  - a. Have Lisa Cygan send an email to all volunteers indicating there will be a drawing for tickets to the food smooze hosted by NPR.
4. Suzanne motioned to expand board from 1 to 10 members to fill the position of Secretary. Second by Susan Zimmerman (Approved: 5 / Opposed: 0). Susan motioned to offer position to Jamie Lee. Second by Suzanne Cattanach (Approved: 5 / Opposed: 0).

### **X. Adjournment**

Motion to adjourn the meeting at **9:25PM** by Bill Hossack / Second by Suzanne Cattanach

Minutes submitted by: Jamie Lee

Minutes approved by: During January 2012 Board Meeting – Motion: Mark Roberts / Second: Jim Stidfole (Approved: 10 / Abstained: 1 / Opposed: 0)