

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

## ***Meeting Minutes***

March 15, 2011

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

**Richard Virgin** called to order the regular meeting of the Fiddleheads Board of Directors at **7:35PM** on **March 15, 2011** located at **190 Broad Street, New London, CT.**

### **II. Roll call**

Jamie Lee took attendance. The following persons were present:

Richard Virgin  
Ed Demuzzio  
Mark Roberts  
Ned Ruete  
Ellen Anthony  
Jim Stidfole  
Sheila Herbert

The following were absent:

Suzanne Cattanach  
Carol Chaput

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

Richard Virgin read the minutes from the last meeting. The minutes were approved (Richard – Moved/Jim – Second) All in favor (5) Opposed (0)

### **IV. Member Comments**

- a) Sheila Herbert provided an update on Saturday scheduling of events from various workshops and organizations (Bicycle Repair Workshop, Sierra Club, AMC, etc...)
- b) Mark Roberts provided an update on an Environment Exhibition in May and will be sponsoring a free class for children at the TseTse Gallery every Saturday where the kids will be painting flower pots. Flower pots will then be taken to Fiddleheads to be on display. Sheila suggested e-blast to make the community aware of upcoming event.

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

- a) At this time there is no Secretary Officer so Ed Demuzzio read from the by-laws (under section 6) the duties of the secretary: Maintenance of member records, minutes, and other various documents including issue of notices.
- b) Four BOD Meeting per year are required according to the by-laws and notice should be posted visible to members. Notice will be posted at Fiddleheads that BOD meet 3<sup>rd</sup> Tuesday of each month and other remaining documentation such as minutes will be posted on the Fiddleheads website.

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- c) Motion to appoint Ed Demuzzio secretary along with his duties as treasurer. Jim Stidfole – Second. All in favor (5) Opposed (0)

### **VI. Presidents Report**

- a) Change in exterminator companies. 30-40 bait traps placed. Still an issue around the rice cakes, however, it was recommended to wait two weeks before doing a thorough cleaning to ensure that the traps take and problem is resolved.
- b) Replacing back door (no update yet); however new door will need to meet code.
- c) E-blast notice will be coming out that no longer using donated plastic bag. Fiddleheads have already started using boxes and planning on using paper bags with handles. Still will encourage customers to bring their own bags.
- d) Freezer Issues: Follow up with Insurance
- e) Saturday Event turnouts are going well. Sheila has more Saturday events planned and will continue to work on scheduling.
- f) CL&P: Richard working on rebates for AC, lights, coolers (including retro fitting) and getting proposals. It was mentioned that for the coolers in would be more cost effective to use local installers instead of paying to house installers coming from New Hampshire. Richard will work with Ellen on size of coolers to accommodate bulk items. Ellen suggested two coolers, one for produce and one for bulk.
- g) Awning: Will need to include proposals in request/application. Richard is working on it.

### **VII. Financial Report**

- a) Ed Demuzzio provided the following documentation: 2010 Profit Loss Statement for Fiddleheads, Projected Income Statement and 2009 River Valley Food Coop for comparison.
- b) P&L 2010 current actual: Mark questioned some of the reference numbers in the P&L statement, which Ed indicated were reference to 2009 River Valley Food Coop to be used for comparison and maybe an indication of where Fiddleheads can improve to be more in line with other similar food coops. An increase of profit margin of 4% would yield 40K increase in profit.
- c) Product Loss was raised as an issue to COGS. Ed indicated if we have information regarding product loss due to shrinkage, expirations, etc... the % could be included in the COGS for a more accurate accounting. Ellen will provide product loss numbers to Ed. Ned indicated there are three areas of concern effecting COGS: Product Loss/Shrinkage (due to equipment failure, expiration, or insects/rodents), Growing Inventory and Price Mark-Ups. Ed will look at the % for 2009 to see if 2010 was a year of unusual circumstance. Price Mark up will

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remain the same and monitored over the next 6 months. Issue raised with price mark ups – will it lose customers – something to consider before marking up prices.

d) Motion by Mark/Second by Jim - All in favor (5) Opposed (0)

**Closed Session:** 9:19PM – 9:39

Ed Demuzzio moved out of closed session/Jim Stidfole Second – All in favor (5) Opposed (0)

Jim motion to approve new position of Coordinator of Publicity, Marketing, Membership (20 hour position/Mark Second – All in favor (5) Opposed (0)

### **VIII. Old Business**

a) Volunteer Recognition/Appreciation

Date: Sunday April 10, 2011 3:00PM – 4:00 for pot luck. Mark offered TseTse Gallery for location. Ed/Ellen will work on email/Invitation to volunteers.

b) Annual Meeting Date: Sunday May 15, 2011 at 4:00PM.

c) Wellness Fairs for remainder of the year. Jamie read in dates as June 5<sup>th</sup>, September 18<sup>th</sup> and November 20<sup>th</sup>. Motion by Ed/Second by Jim – All in favor (5) Opposed (0)

### **IX. Adjournment**

**Richard Virgin** adjourned the meeting at **9:52PM**

Minutes submitted by: Jamie Lee

Minutes approved by:

The minutes were approved

(Mark – Moved/Jim – Second) All in favor (6) Opposed (0)