

Fiddleheads – Board of Director

Meeting Minutes

July 19, 2011

I. Call to order

Richard Virgin called to order the regular meeting of the Fiddleheads Board of Directors at **7:36PM on July 19, 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

Mark Roberts

Ned Ruete

Ellen Anthony

Sheila Herbert

Jim Stidfole

Bill Hossack

Lisa Cygan

Susan Zimmerman

The following were absent:

III. Approval of minutes from last meeting

IV. Member Comments

V. Secretary's Report

- a) No Report

VI. Presidents Report

- a) Coop Operating Policies: Sub Committee formed (Suzanne, Sheila, Dick, Allen and Bill) to review and produce a policies manual
- b) By-Laws: Sub Committee formed (Mark, Lisa, Sue and Ned)
- c) Member Loans – Dick has sent payment schedule
- d) HVAC: Installed, back unit still running on air till fan installed. Reported multiple places where dripping is occurring from condensation

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- e) Lights: Installed new lights, retro fitted lights still needs to be done
- f) Ceiling: Missing portions have been replaced and ready to be painted (no ETA given)
- g) KOOL Day: Saturday, July 30th 9am-11am KOOL 101 will be broadcasting live from Fiddleheads. Day Discount of 10% along with samples of ice cream, beer, ginger sundaes available. At 10:30 would like to arrange announcement of landlord (Charlie's) birthday. Dick/Ed will coordinator with family first to be sure it is okay.

VII. Financial Report

- a) Ed Demuzzio provided handouts of numbers. Numbers were reviewed and called into meeting minutes.
- b) Electric Project expected to add additional \$1905 to the CL&P monthly bill.

VIII. Old Business

- a) Rent Agreement – Ed is working on finalizing lease
Lease: 5k month till 2013/6K month 3 till 2016
Landlord is hesitant as review of common fees is taking place
Expected to come to agreement and new lease signed before July 30th
- b) Produce Coordinator
 - 1. Reviews done and candidate to be recommended
 - 2. Decision by end of week pending outcome of references follow up
- c) Comment was made that there is need for more volunteers
 - 1. Discussed briefly the process to get new volunteers on the schedule on follow up with Lisa after so as not to hold up getting volunteers on the schedule
 - 2. Jamie mentioned the Stonington Vineyard event which yielded interest in the newsletter and volunteers. Completed forms were left in the file and should be returned to Fiddleheads to immediately follow up.
- d) Business Cards: Mentioned that would be nice to have business cards to hand out at various events. Dick will look into ordering through Vista where a template for Fiddleheads is already set up.
- e) Strategic Committee: Mark addressed the need to continue this subcommittee so that issues are reviewed and addressed in a timely manner
- f) Sales Data: Ztapes for tracking to be compiled. Suzanne offered to pull numbers together. Dick mentioned a year's worth of data from the past year would be beneficial. Mark will work on getting the numbers formulated into documents that can be accessed via google docs.
- g) Ed asked how inventory was going: Ellen responded Claire and Bev were working on. Ed volunteered to help with numbers too.
- h) Money for Awning and Door brought up: Dick mentioned still in process as it is two fold. There is an approval process then funding. The awning has passed through the approval process and now funding is being discussed. Issues over color, etc... are also in question since some of the funding may be coming from other sources.

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IX. New Business

1. Store Temperature: 68 degrees. Questions raised whether this is the right temperature at a conservation level and customer perception. Discussed temperatures for food spoilage and more research need to be done. Ellen did some checking into bulk items where certain types of moths go dormant between 54 – 68 degrees. Alternatives for conservation would be to dim the lights, but also to look at temperature being too cold. Again more research to be conducted.
2. Sheila asked about signage near Tony D's. Jim will check into requirements from city. Project would not be addressed till awning project is finalized first.
3. Stonington Vineyard Event was a success and have been asked to come back in September.\
4. Health Fair – Sunday, September 18th
5. Promoting other business. Nutmeg Club submitted a proposal for review. Counter proposal might be the direction as the promotion seemed one sided.
6. Promotions in general: First time shopper discount, discount day (already do these twice a year), attendance at more Farmer's Markets

X. Adjournment

Mark Roberts motion to adjourn the meeting at **9:39PM** Jim Second
All in favor (11) Opposed (0)

Minutes submitted by: Jamie Lee

Minutes approved by: [Name]