

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

## ***Meeting Minutes***

July 17, 2012

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

**Susan Zimmerman** called to order the regular meeting of the Fiddleheads Board of Directors at **7:40PM on July 17, 2012** located at **190 Broad Street, New London, CT.**

### **II. Roll call**

The following persons were present:

Susan Zimmerman  
Suzanne Cattanach  
Mark Roberts  
Jamie Lee  
Lisa Cygan  
Ed Demuzzio  
Ellen Clinesmith  
Carolyn Wilson  
Lee Boltz  
Mona Harmon-Brown  
Sue Phillips

The following were absent:

Donna Laughlin

Members: Richard Virgin

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

The minutes were approved for June 2012

(Mark – Motion) All in favor (10) Opposed (0) Obstain (1)

### **IV. Member Comments**

a) N/A

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

- a) Jamie commented on needing Facebook admin access to get information for secretary's report – Richard will work on getting access.
- b) Need Membership details in advance to pull data into report for board meetings
- c) As of 7/16/2012 membership was 1509 and 986 likes on Facebook

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

### **VI. Presidents Report**

- a) N/A

### **VII. Financial Report**

- a) Ed supplied handouts and reviewed budget with board (including: o/s loans, account status, payroll, balance sheet and P & L)
- b) Mark supplied handouts and reviewed forecast

### **VIII. General Manager's Report**

- a) Re-Bid on Awning
- b) Announcement: Fresh Fish Club. Works similar to FRESH's CSA except with fish instead of produce. Sign up available at store or through website
- c) Floor: Demo 10x10 space
- d) Completed Hiring: Starting this week... brings total to 13 employees
- e) Server installed for POS system. Data is being entered.
- f) ATM update: Dime bank reviewing foot traffic
  - Determined no need for 24 hour access. Access would be during normal business hours.
  - ETA: August 18th

### **IX. Old Business**

- a) Electronic Communications Guideline distributed and approved. Mark – Motion / Ellen – Second: All in favor (11) Opposed (0) Obstain (0)
- b) ByLaws -
  - 1. Tabled discussion till October
- c) New Board Member Orientation (Lee Boltz & Mona Harmon-Brown)
  - 1. Finalize 7/31/12

### **X. New Business**

- a) Ed suggested sub committees for Board to consider (HR, Operations, Finance & Budget – although not official names). Determined that further discussion should occur during the retreat.
- b) Ellen suggested picture of Board members for website

### **XI. Adjournment**

**Sue Phillips** motion to adjourn the meeting at **9:29PM**

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

Minutes submitted by: Jamie Lee

Minutes approved by: Board of Directors during September 2012 meeting.