MOSCOW FOOD CO-OP

December 19, 2019

Memo to the Board

From Deborah Reynolds, Finance Manager

Re: General Manager Salary and Benefits

I have researched the payroll history of General Manager, Melinda Schab, and the following is a brief summary of my findings:

Melinda began as GM with a salary of $55,000/year in December, 2012. In May of 2013, that went to $60,000/year. In September, 2015, her gross increased to $75,000/year, and in Jan 2018 her salary increased to $77,000.

She has been paying the routine portion of dependent medical insurance coverage - as per personnel policy - since December of 2012.

She has received the routine 50% matching on the 401K plan since January of 2014.

Her Paid Time Off (PTO) accrues at the rate proscribed by our personnel policy and her accrued balance is reduced each time she uses it.

Sincerely,

Deborah Reynolds