

Yahara River Grocery Cooperative Board Meeting  
EMS Building-Training Room  
516 South Fourth Street, Stoughton, Wisconsin  
6:00 p.m.-8:00 p.m., Tuesday, March 13, 2007

MINUTES

Board Members Present:

Steve Barnes	President
Norma Sampson	Vice President
Myra Hajny	Secretary
Warren Kmiec	Treasurer
Phil Caravello	Member-at-Large
Brad Austin	Product Buyer Committee
Pam Barnes	Research Committee
Eric Borchardt	Marketing Communications Committee
Homer Howard	Senior Liaison
Laura Anderson	Membership Committee
Caroline Werner	Finance Committee
Marlene Widra	Site Location Committee

Other Committee Members Present:

Debra Carter	Finance Committee
Mary Condon	Research Committee
Jon Hajny	Research Committee
Kristine Vaughn	Membership Committee

Also Present:

Kay Davis	Interested in Co-op
Michelle Kaye	Interested in Co-op

Steve Barnes called the meeting to order. The agenda for the meeting was reviewed and modified.

On **MOTION** (Sampson/Kmiec) and unanimous vote the minutes of the February 27, 2007, meeting were approved.

TREASURER'S REPORT

Warren Kmiec reported that the co-op received its first bank statement from Evergreen State Bank, showing a balance of \$1,371 (no additions or subtractions since the account was opened earlier in the month).

OLD BUSINESS

Website. Norma Sampson reported that the URLs have propagated, and Fred Leonard is working on getting the website set up, therefore, *www.YaharaGrocery.coop* and *www.YaharaGrocery.com* should be active soon.

Dane County Community Development Block Grant (CDBG) Program. Jon Hajny noted that, in accordance with the DCBG Agreement, the co-op should credit the DCBG Program and include the CDBG logo on all documents, publicity newsletters, brochures or sight signs relating to activities funded under the Agreement.

Talking Points. Eric Borchardt stated that he received many comments and suggestions on the talking points he had circulated and noted that some decisions relating to membership benefits must be made by the Board before the document can be finalized. Eric will prepare another draft after the parking study is complete and will bring it to the next Board meeting for final edits. Eric noted that, in addition to providing continuity for discussions about the co-op, the talking points will be used as a baseline for FAQs on the website.

Membership Form. The membership form presented by Norma Sampson will be adopted with one edit and the addition of the DCBG logo and information. Norma will design a Certificate of Investment for Board consideration.

## COMMITTEE REPORTS

Site Location Committee. Marlene Widra distributed a floor plan noting that the co-op must start with “baby steps.” She reported that a request for approval for use of 229 East Main Street as a grocery store was delivered to City Hall and that her request for a handicapped parking space and a loading zone in front of the building has been placed on the March 28 meeting agenda for the Public Safety Committee. Marlene noted that Phil Caravello will graciously allow some deliveries through his store in the downstairs of the building; and that it may be necessary to get a permit to knock down the wall in the middle of the room upstairs. Marlene further noted that she will get a total electrical load count to give to an electrician to determine what, if any, service upgrade is needed. She will also determine the cost of renting a dumpster, and come up with estimates for painting walls and protecting the wood floor with polyurethane.

Following a discussion about Evergreen State Bank’s parking lot on the northeast corner of Main and Forrest Streets, it was confirmed that the co-op would respect the fact that the lot is for bank customers, and the co-op will inform its customers that it is not a public parking lot.

Warren Kmiec suggested that the kick off event be held in the selected space to see how the community feels about 229 East Main, but the consensus was that the Site Location Committee did a good job of identifying and eliminating possible locations and that the co-op needs to know its location in order to begin its membership drive. On **MOTION** (J. Hajny/Sampson) and majority vote (Caravello recuse, Howard abstain) the Board appointed an ad hoc joint committee consisting of the Research Committee, Marlene Widra and Warren Kmiec, and chaired by Jon Hajny, to enter into negotiations with the landlord’s representative, Phil Caravello, and draft a lease before the next meeting.

Membership Committee. Laura Anderson reported that the committee intends to have membership cards available by the kick off event and that they would be annotated “founding member.” Caroline Werner asked that no signature be required on the card. Laura noted that a privacy statement should be drafted to assure members that the co-op would not sell a list of its members. Kristine recommended that Board members be the first to join the co-op and offered to accept membership applications at the close of the meeting.

Research Committee. Jon Hajny reported that the co-op is obligated to furnish the County with a certificate of insurance upon execution of the CDBG Agreement. On **MOTION** (J. Hajny/M. Hajny) and unanimous vote the Research Committee was directed to identify and recommend an agent from whom the co-op could purchase comprehensive general liability, auto liability, and errors and omission insurance coverage.

## NEW BUSINESS

CDBG Agreement. Warren Kmiec and Jon Hajny reported that they met Ann McCartney on February 28, to discuss questions they had about the Community Development Block Grant (CDBG) Agreement. They learned that the CDBG is funded by the U.S. Department of Housing and Urban Development (HUD) and that although the \$30,000 grant may be used as needed for

start-up costs the co-op, HUD guidelines require that a person of low to moderate income status be hired in order to fulfill the co-op's obligation. Mary Condon asked whether the co-op will be required to provide benefits (health insurance, retirement plan, etc.) for the person hired under the Agreement, and it was determined that the Research Committee would research the issue.

Warren also reported that the County would need quarterly progress reports; and that the turnaround time from submitting receipts to receiving reimbursement is 7-10 days. As the document had been amended to address Warren and Jon's concerns, Warren noted that it was ready to sign. On **MOTION** (Kmiec/Sampson) and unanimous vote it was agreed that President Steve Barnes and Secretary Myra Hajny would sign the CDBG Agreement after the meeting so Warren could mail it to the County on Wednesday, March 14.

Membership Kickoff. Eric Borchardt reported that he had meet with a representative from the Stoughton Chamber of Commerce and from the Historic Stoughton Downtown Business Alliance and both seemed receptive to the idea of being able to use YRGC membership cards to receive discounts at local businesses. Eric will follow up with business owners to determine which are willing to participate. Eric also reported that the date of the kick off event, "Design Your Co-op," has been changed to Sunday, April 29, to allow for proper planning of entertainment, appetizers, refreshments, etc. Eric noted that he will be asking each committee to help with the event and will circulate a more detailed plan in the near future.

#### ANNOUNCEMENT

Steve Barnes encouraged anyone involved in the co-op effort to attend the Public Safety Meeting on March 28 [6:00 p.m. in the Hall of Fame Room in City Hall], as a show of support for the request for handicapped parking space and the loading zone in front of 229 East Main Street.

The next meeting of the Board of Directors is set for 6:00 p.m., Tuesday, March 27, 2007, in the Training Room of the EMS Building at 516 South Fourth Street.

Respectfully submitted,  
Myra Anderson Hajny, Secretary