

Yahara River Grocery Cooperative Board Meeting
Future Site of YRGC
229 East Main Street, Stoughton, Wisconsin
6:00 p.m.-8:00 p.m., Tuesday, May 22, 2007

MINUTES

Board Members Present:

Steve Barnes	President
Norma Sampson	Vice President
Myra Hajny	Secretary
Warren Kmiec	Treasurer
Phil Caravello	Member-at-Large
Laura Anderson	Membership Committee
Pam Barnes	Research Committee
Eric Borchardt	Marketing Communications Committee
Debra Carter	Finance Committee
Homer Howard	Senior Liaison
Marlene Widra	Fundraising Committee

Other Committee Members Present:

Jon Hajny	Research Committee (arrived at 7:45 p.m.)
Kristine Vaughn	Membership Committee

Also Present:

Mark Holzmann	Questions about Co-op (left at 6:15 p.m.)
Susan Meyers	Interested in Co-op
David Waters	UW Executive Education Student

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

On **MOTION** (Anderson/Caravello) and unanimous vote the minutes of the May 8, 2007, meeting were approved.

TREASURER'S REPORT

Warren Kmiec referred the Board to the report he had circulated via email earlier in the day (attached to these minutes) showing a balance of \$52,730.96. On **MOTION** (Borchardt/Sampson) and unanimous vote the Treasurer's Report dated May 22, 2007, was approved as presented.

Warren reported that, as a matter of procedure, a member of the Finance Committee would review financial reports after they have been reconciled to a bank statement. Warren then gave a copy of the May 4 Treasurer's Report, signed by himself and Debra Carter, to the Secretary for the record.

It was noted that the co-op received \$5,000 from Skaalendal and \$5,000 from Vennevoll and that a photo of Mark Benson presenting checks to Homer Howard will appear in a future issue of the *Hub*. The third highest investment, \$2,500, was received from an individual.

Pam Barnes suggested that Laura Anderson look into whether a postage meter would be beneficial for membership mailings. Laura will report her findings to the Board.

FINANCE COMMITTEE REPORT

Debra Carter reported that the Finance Committee had met recently to formulate reimbursement procedures. Following discussion of the Committee's proposal there was a **MOTION** (Kmiec/Sampson) and unanimous vote to adopt the following, effective immediately:

Reimbursement Policy

1. The Treasurer and a Board Officer or a Committee Chair may approve expenditures up to \$100.
2. A formal request would be necessary for an amount over \$100.
3. The Treasure may sign off on ongoing expenses like rent, utilities, insurance and wages, as well as licensing fees as they become due.

Warren Kmiec will send the *Check Request Form* to Board Members and Committee Chairs via email.

Debra noted that Peggy Sheldon, a local CPA with co-op experience, has been invited to attend the next meeting of the Finance Committee, which will be held at 6:30 p.m., Wednesday, May 30, at the Library. Warren is putting together a packet of information about YRGC to submit to the Northcountry Cooperative Development Fund for consideration. If anyone has any ideas about where the co-op could borrow money with little or no collateral, please let Warren know.

Warren reported that YRGC received a scholarship for \$770 to cover the registration fee for the Annual Consumer Cooperative Management Association Conference, "The Red Queen's Race: Co-op and Community Sustainability," at the Radisson Hotel in LaCrosse, June 14-16. By consensus it was agreed that Warren should attend the CCMA conference if he can get the time off work. Warren offered to pay for his own gas, and meals are included in the conference fee. On **MOTION** (P. Barnes/Anderson) and unanimous vote the Board agreed that the co-op would pay reasonable lodging expenses for Warren for the nights of June 14 and 15.

On **MOTION** (Borchardt/Howard) and unanimous vote the Board approved investment of \$8,938 in a fifteen month CD that pays 5.20% at Evergreen State Bank. The Finance Committee will look at ways to make more of the money in the non-interest bearing checking account work for the co-op and will bring a recommendation back to the Board about where to move the money to serve as a cash reserve.

Myra Hajny circulated a list of contributions made by individuals to cover printing and insertion expenses for consumer interest surveys in the fall of 2006 and the cost of a URL in January 2007. On **MOTION** (Kmiec/Carter) and unanimous vote the Board decided to reimburse anyone who requests reimbursement for those contributions within thirty days. Warren agreed to contact the two individuals not present at the meeting to let them know about the decision.

FUNDRAISING COMMITTEE REPORT

Marlene Widra noted that she has received a lot of donations for the silent and live auction to be held on Friday evening, June 8. The invitations will go out soon; there will be a call for items in the paper; Marni Gasser is the volunteer coordinator for the auction; Marlene is maintaining the master list of donations; volunteers will be needed for cashiers, popcorn, runners, etc. The Fundraising Committee will meet at 7:00 p.m., Thursday, May 24, to continue planning for the auction.

On **MOTION** (Widra/M. Hajny) and unanimous vote the Site Location Committee was dissolved as its work is considered done, and the Fundraising Committee was officially established as a new temporary committee.

Marlene noted that there should be a concrete plan for soliciting investors, and it was resolved that the Fundraising Committee, not the Finance Committee, should be charged with that task. It was further noted that, although the Research Committee will be looking into tax-exempt status for the co-op, such a determination would not be made for several months and tax write-offs cannot to be used to promote donations.

COMMON COUNCIL MEETING

Marlene Widra and Homer Howard left the YRGC Board meeting at 7:10 and returned five minutes later to report that the City Council had passed the parking ordinances for a 10 minute parking stall and a handicapped parking stall on the south side of the 200 block of Main Street. Both ordinances were adopted with a six-month trial period from the date of the co-op opening.

MEMBERSHIP COMMITTEE REPORT

Laura Anderson reported that there are now 559 entries in the database, including 294 memberships. Laura proposed a monthly budget of \$132.20 for the Membership Committee based on a cost of \$1.05 to process a membership, estimating 30 new members each week, for a total of 120 members a month. On **MOTION** (Anderson/Caravello) and unanimous vote the Board approved a budget of \$140 per month for the Membership Committee.

Laura raised the issue of payment for Syttende Mai supplies and questioned what to do with the leftover cups, soda, chips, fruit leather, coffee, milk, etc. On **MOTION** (M. Hajny/Borchardt) and unanimous vote the Board authorized payment of \$765.85 to Natural Farms, distributors of natural and organic foods, and agreed to use leftover items for future fundraisers.

Laura noted that she had given some YRGC bags, buttons and forms to Scott Trautman to take to the Stoughton Farmer's Market, and the manager of the market told Scott that he couldn't advertise or sell co-op goods at the market. Laura believes this message is symbolic of the relationship the co-op has with the Farmer's Market. It was agreed that the co-op should reach out and promote the Farmer's Market as a show of faith that the two can work together. Norma Sampson will prepare a sign for the co-op window, which reminds people to support their local Farmer's Market, 7:30 a.m. to 1:00 p.m. on Fridays.

RESEARCH COMMITTEE REPORT

Pam Barnes reported that the Research Committee is at about the same place it was at the last meeting. Information relating to Board Members is needed in order to complete the necessary forms for Directors and Officers insurance, and the Committee learned that the co-op needs anti-harassment and anti-discrimination policies to attach to the application for that insurance. The Committee will look into the pros and cons of tax-exempt status and will start filling out the paperwork if it's desirable. The next meeting of the Research Committee will be Tuesday evening, May 29.

MARKETING COMMUNICATIONS COMMITTEE REPORT

Eric Borchardt reported that the co-op event during Syttende Mai weekend went well, and he thinks it should be repeated next year. At this point the role of the Fundraising Committee is to organize, and the role of the Marketing Committee is to promote. On **MOTION** (Borchardt/Anderson) and unanimous vote the Board authorized expenditure of \$425 to print 1,000 brochures. Eric noted that Laura Anderson attended a meeting of the Old House Group and talked to about thirty people about the co-op. The Marketing Communications Committee has

no immediate plans to meet as Eric and Norma Sampson can handle the newspaper coverage for the upcoming auction.

Norma reported that she is keeping the website updated -- proud investors can now be found on website with their city and state listed; an employment ad for the Project Manager has been posted; there's a preview page for the June 8 auction; the new email address fundraising@yaharagrocery.coop has been added; the Peeling Ceiling volunteered to be involved in the discount program; and there's a calendar of Board meetings on the site. Norma will be add committee meetings to the calendar on receipt of pertinent information; i.e., date, time, location.

UPDATE ON LEASE

Steve Barnes reported that the lease is being reviewed by the landlord at this time.

PRODUCT BUYERS COMMITTEE REPORT

Steve Barnes will contact members of the Product Buyers Committee to determine their interest in being involved as the Committee gears up. Steve will also contact Caroline Veek to find out if she has any interest in working with the Committee. Laura Anderson will contact Lynn Olson to see if she has any suggestions about who may be able to assist with the work of the Product Buyers Committee.

ANNOUNCEMENT

Kristine Vaughn noted that Sarah Enke of the Stoughton Welcome Committee has been mentioning the co-op to people who are new to Stoughton area. Laura Anderson will thank Sarah for the free advertising.

The Personnel Committee will meet at the Brouxhouse at 6:30 p.m., Thursday, May 24, to interview a candidate for the temporary part-time Project Manager position.

The next meeting of the Board of Directors is set for 6:00 p.m., Tuesday, June 5, 2007, at the future site of YRGC, 229 East Main Street.

Respectfully submitted,
Myra Anderson Hajny, Secretary

Yahara River Grocery Cooperative Month Treasurer
Report

Today's date:	5/22/2007		YTD
Balance as of last report (5.4.07)	\$27,543.83		
INCOME			
Member Fees	\$6,525.00		\$20,925.00
Investments	\$18,500.00		\$33,250.00
Grants	\$0.00		\$1,000.00
Fundraising	\$917.05		\$1,604.05
Donations	\$0.00		\$630.07
Sales other			\$200.00
TOTAL INCOME	\$25,942.05		\$57,609.12
EXPENSES			
Rent	\$0.00		\$1,800.00
Insurance	\$0.00		\$100.40
Promotions	\$491.16		\$1,964.91
Operations	\$27.75		\$238.74
Admin Expenses	\$185.90		\$436.01
Bank charges	\$50.11		\$138.10
Other	\$0.00		\$200.00
TOTAL EXPENSE	\$754.92		\$4,878.16
Current balance to date 5/22/2007	\$52,730.96		\$52,730.96
			\$0.00