

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, June 19, 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
Eric Borchardt	Marketing Communications Committee
Debra Carter	Finance Committee
Philana Friede	Fundraising Committee
Jon Hajny	Research Committee
Dick Rem	Senior Liaison

Other Committee Members Present:

Pam Barnes	Research Committee
Homer Howard	Senior Liaison
Susan Meyers	Fundraising Committee
Kristine Vaughn	Membership Committee
Marlene Widra	Fundraising Committee

Also Present:

Stephen Lawrence	YRGC Project Manager
Dee Hall	Interested in Co-op
Rich Hall	Interested in Co-op
Glen Timmcke	Interested in Co-op

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

On **MOTION** (Howard/Anderson) and unanimous vote the minutes of the June 5, 2007, meeting were approved.

TREASURER'S REPORT

Warren Kmiec referred the Board to the report dated June 15 that he had circulated via email before the meeting. The report (attached to these minutes) shows a balance of \$61,202.27 and includes income from the June 8 auction, investments, almost \$4,000 reimbursement in accordance with the CDBG Agreement, and a gift of \$2,000 from Natural Farms Organic Food Distributors in Madison.

FINANCE COMMITTEE REPORT

Warren Kmiec reported that he and Stephen Lawrence had met with Peg Sheldon, a local CPA, and had received a preliminary engagement letter from her identifying services she could provide to the co-op for approximately \$1,450 per month. Following discussion it was determined that Warren will inquire about the possibility of hiring Peg on an hourly basis to do the initial accounting set up in QuickBooks, reconcile the bank statement each month, and report payroll to

state and federal agencies. Marlene Widra will contact Rollie Weeden to see if he would be qualified and willing to provide some pro bono accounting services.

Warren noted that Norma Sampson prepared 47 Certificates of Investment, which will be sent with thank you letters signed by him.

## PROJECT MANAGER REPORT

Stephen Lawrence handed out an update for the Board as summarized below:

Financial – Stephen prepared a detailed budget and financial statements; he’s looking into funding sources for small businesses; and he noted that a written marketing plan should be developed.

Electrical – Stephen reported that it may cost \$35,000-\$50,000 to get the electrical into the building up to code. Marlene Widra would like him to do some further investigation into the feasibility of getting volunteers to work on the project.

Equipment – Stephen has been advised by two electricians that although stand-alone refrigerators and freezers are less expensive to install, they would be costly to operate and repair and may generate too much heat for the current air conditioner to handle; the electricians recommended compressors in back of the building; and Stephen has learned that funds may be available through *Focus on Energy*.

POS (Point of Sales) – Stephen noted that a person from the Willy Street Co-op told him that the POS is the most important piece of equipment the store will have; a good system will reduce cost of goods and spoilage and be able to track members as well as inventory; he’s looking at systems that cost about \$15,000.

Strategy – Stephen encourages the Board to define its business strategy; i.e., what is the vision for YRGC? Eric Borchardt will share a marketing plan he prepared a few months ago with Stephen and Steve Barnes to see if it would be helpful for everyone to use; and Laura Anderson recommended the Board plan to discuss the issue of the co-op vision during a “retreat” (Stephen will ask a friend of his if he would facilitate a retreat). Eric and Stephen will prepare a survey to go out to co-op members to find out what they want the co-op to be.

Timeline – Stephen will develop a specific timeline when he has collected more information and when he has a better understanding of which direction the Board wants to move.

## MEMBERSHIP COMMITTEE REPORT

Laura Anderson reported that there are 625 entries in the database, including 368 members.

## SENIOR LIAISON REPORT

Homer Howard mentioned he would be having lunch with Jo Peterson, Director of the Hospital Foundation Board, before she leaves town to glean ideas from her for fundraising. Homer invited anyone interested to join them at the Brouxhouse at noon on Friday, June 29.

Dick Rem reported that he and Homer visited the co-op in Barneveld and met the store manager, Mike Markin. Dick and Homer encouraged everyone to make the 40-mile trip to check out the store because it’s about the same size—square footage and number of members—as YRGC.

## PERSONNEL COMMITTEE REPORT

Steve Barnes reported that the Personnel Committee would conduct a search for a Store Manager in July. Stephen Lawrence noted that the co-op will probably need an Assistant Manager to cover vacations and because of the number of hours the store is likely to be open.

## RESEARCH COMMITTEE REPORT

Pam Barnes noted that the Directors and Officer insurance application has been submitted.

## ANNOUNCEMENT

The next meeting of the Board of Directors is set for 6:00 p.m., Tuesday, July 3, 2007, at the future site of YRGC, 229 East Main Street.

Respectfully submitted,  
Myra Anderson Hajny, Secretary

Yahara River Grocery Cooperative Treasurer Report

Today's date:	6/15/2007	<b>YTD</b>
Balance as of last report (5.30.07)	<b>\$42,368.20</b>	
<b>INCOME</b>		
Member Fees	\$3,427.00	\$25,727.00
Investments	\$6,000.00	\$39,750.00
Grants	\$3,923.24	\$4,923.24
Fundraising	\$4,909.00	\$6,566.77
Donations	\$2,195.74	\$2,850.81
Sales		
other	\$30.00	\$230.00
<b>TOTAL INCOME</b>	<b>\$20,484.98</b>	<b>\$80,047.82</b>
<b>EXPENSES</b>		
Rent	\$0.00	\$3,600.00
Insurance	\$0.00	\$697.00
Promotions	\$0.00	\$2,884.79
Personnel	\$900.00	\$900.00
Operations	\$0.00	\$238.74
Admin Expenses	\$15.83	\$285.94
Membership	\$448.48	\$614.38
Bank charges	\$36.60	\$174.70
Other	\$250.00	\$450.00
<b>TOTAL EXPENSE</b>	<b>\$1,650.91</b>	<b>\$9,845.55</b>
CD ESKROW	\$0.00	\$9,000.00
Current balance to date	<b>\$61,202.27</b>	<b>\$61,202.27</b>
6/15/2007		\$0.00

THIS PERIOD'S EXPENSES DETAILED

		STEPHEN	
6/8/2007	1013	LAWRENCE	\$450.00
6/4/2007	1014	UPS STORE	\$15.83
6/4/2007	1015	INKWORKS	\$448.48
6/4/2007	1016	CASH BOX -EVENT	\$250.00
		STEPHEN	
6/15/2007	1017	LAWRENCE	\$450.00