

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, July 3, 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
Philana Friede	Fundraising Committee
Homer Howard	Senior Liaison
Glen Timmcke	Product Buyers Committee

Other Committee Members Present:

Jon Hajny	Research Committee
Susan Meyers	Fundraising Committee
Kristine Vaughn	Membership Committee
Marlene Widra	Fundraising Committee

Also Present:

Stephen Lawrence	YRGC Project Manager
Ken Geiger	CoPOS Representative
Sara Moller	Interested in Co-op

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

Steve introduced Ken Geiger as the CoPOS person who had met with some members of the Board prior to the meeting, and Ken fielded questions from the Board about his company's systems features. Steve then introduced Sara Moller as someone who might coordinate Youth Center members to paint a mural for the co-op.

On **MOTION** (Sampson/P. Barnes) and unanimous vote the minutes of the June 19, 2007, meeting were approved.

TREASURER'S REPORT

Warren Kmiec reported that an Evergreen State Bank statement had arrived earlier in the day and that he reconciled it with co-op records. The current balance is \$73,850. This represents the amount remaining from a total income of \$86,932, including \$4,000 in grants money.

FINANCE COMMITTEE REPORT

Warren Kmiec noted that the Finance Committee had met and officially approved the Treasurer Report dated May 30, 2007. Warren submitted the report, signed by himself and Debra Carter, to the Secretary for the record.

Warren also reported that the Finance Committee is confident with the budget proposal Stephen Lawrence circulated on June 30, and intends to recommend its acceptance and borrowing as set forth in the proposal.

Warren stated that he received a second engagement letter from Peg Shelton, outlining her hourly rates for various accounting services; e.g., \$50/hr general, \$70/hr compliance, \$120/hr financials. Pam Barnes asked Warren to get additional quotes from local accountants.

The Board authorized Warren to purchase Office Basic (Word, Excel, PowerPoint) for the \$75 computer Steve Barnes acquired for the co-op.

Warren has purchased a subscription to the monthly publication, *Cooperative Grocer*, for YRGC.

PROJECT MANAGER REPORT

Budget. Stephen Lawrence noted that the amounts in the proposed budget he had distributed via email on June 30 represent a ceiling and that the maximums may not be necessary. He stressed that cash flow is important, and confirmed that the proposal is based on solid assumptions and assumes moderate risk. The Board commended Stephen on the budget presentation noting that it would be helpful when seeking financial backing.

On **MOTION** (Kmiec on behalf of the Finance Committee/Sampson) and unanimous vote the Board accepted the proposed budget of \$338,000. The Marketing Communications Committee will work out the details of disclosing the budget to the co-op members; i.e., post a PDF of the budget online and/or send letters via email and USPS.

Equipment. Stephen urged the Board to make a decision on which style of equipment should be priced for the co-op. Following a discussion of the pros and cons of stand-alone vs. compressor, it was decided to hold a “style” meeting at 5:00 p.m. on Thursday, July 5, and anyone interested was invited to attend.

On **MOTION** (Sampson/M. Hajny) and unanimous vote the Board directed that there be a focus on equipment requiring a compressor, taking into consideration Stoughton Utilities requirements (placement of meters), and to work with Phil Caravello (specifically relating to his interest in a compressor in a parking space behind the building).

Market Niche – Stephen noted that it is imperative for the Board to adopt mission and vision statements in order to proceed with applications for financial assistance. Following discussion it was decided that Eric Borchardt would set up a meeting with anyone interested in drafting the statements for the Board to consider at its next meeting.

On **MOTION** (Borchardt/Anderson) and unanimous vote the Board agreed to accept three basic elements as a starting point for a mission statement: (1) YRGC is committed to a cross-over product selection (organic/local and conventional products); (2) YRGC is in business to promote local producers and is committed to educating the community on the benefits of supporting local, community based businesses; and (3) YRGC supports and makes available healthy food choices.

Memberships in National Organizations – Stephen noted that membership in an organization such as the National Cooperative Grocer’s Association is expensive, and he recommends waiting to join a national organization until the co-op is up and running.

Electrical – Stephen is in the process of getting bids from electricians and the City of Stoughton.

SENIOR LIAISON REPORT

Homer Howard reported that the June 29 meeting with Jo Peterson, Director of the Hospital Foundation Board, was very informative. Jo made several suggestions on whom to contact for financial support and shared ideas about outreach opportunities.

FUNDRAISING COMMITTEE REPORT

Philana Friede reported that the Fundraising Committee is striving to host a hometown fundraising event each month, and emphasized that \$8,400 was raised at the auction and \$1,000 at the garage sale. The committee is currently organizing a 1940s style evening at Vincenzo's Wine Bar on July 29.

Phil Caravello announced that he would donate a portion of the proceeds from the WISPORT Citizen Racing Series event on August 19. Volunteers are needed to direct traffic during the *Badfish Flyin' Forty TT* on that Sunday morning.

Marlene Widra suggested that committee contact ceramicist Chris Matti at The Peeling Ceiling pottery studio about making bowls for a "Chili in a Bowl" event in the fall.

ANNOUNCEMENTS

Warren Kmiec noted that Phil Caravello and Steve Barnes are working together to finalize the lease.

Steve Barnes is reviewing the position description that Warren Kmiec drafted for the General Manager position. Steve mentioned that someone interested in the position would be coming to look at the store at 9:00 a.m., Wednesday, July 4.

Laura Anderson, Membership Chair, noted that there are currently 642 entries in the database, including 380 members.

The next meeting of the Board of Directors is set for 6:00 p.m., Tuesday, July 17, 2007, at the future site of YRGC, 229 East Main Street.

Respectfully submitted,
Myra Anderson Hajny, Secretary