

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 31, 2007

MINUTES

Board Members Present:

Steve Barnes	President
Norma Sampson	Vice President
Myra Hajny	Secretary
Warren Kmiec	Treasurer
Phil Caravello	Member-at-Large
Kristine Vaughn	Membership Committee
Pam Barnes	Research Committee
Eric Borchardt	Marketing Communications Committee
Philana Friede	Fundraising Committee
Homer Howard	Senior Liaison
Glen Timmcke	Product Buyers Committee

Other Committee Members Present:

Jon Hajny	Research Committee
Marlene Widra	Fundraising Committee

Also Present:

Stephen Lawrence	YRGC Project Manager
Lori Matthews	Just Coffee

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

On **MOTION** (Howard/Caravello) and unanimous vote the minutes of the July 17, 2007, meeting were approved.

TREASURER'S REPORT

Warren Kmiec reported that Microsoft Office has been purchased for the co-op, financial information has been delivered to Peg Sheldon, and the first tax forms have been filed with the state. He referred the Board to the report dated July 30 that he had circulated via email before the meeting. The report (attached to these minutes) shows a balance of \$73,451.70, including \$2,000 from new investments and \$2,600 from new memberships.

FUNDRAISING COMMITTEE REPORT

Philana Friede reported that the committee raised \$130 at the Sidewalk Sales/Taste of Stoughton on July 28, and twenty-two new members signed up. Vincenzo's *In the Mood Soiree* on July 29 was a huge success that generated \$1,450 in ticket sales (after expenses), one new member, and \$183 from the sale of corsages and from Swami Al's (Warren Kmiec) palm readings. A special thanks is due to Patricia Collins, the owner of Vincenzo's, and her friend Lori Antonetti, for the many hours they spent preparing hors d'oeuvres for the event and cleaning up when it was over.

Lori Matthews, representing Just Coffee, explained the five year old, 7-member owned cooperative philosophy of roasting coffee and promoting fair trade in 12 counties. Lori and her family now live in Stoughton and she is anxious to help the co-op be successful.

Marlene Widra reported that the co-op would participate in the Stoughton Coffee Break Festival on August 11. The committee is planning a “feel good” event with music (a Hootenanny) and samples of coffee provided by Just Coffee. Just Coffee will also supply a special blend of coffee to be sold under a YRGC label designed by Norma Sampson, as well as colorful coffee bean bags tied with twine that may be sold or given away. On **MOTION** (P. Barnes/M. Hajny) and unanimous vote the Board authorized the purchase of 250 blue mugs with white logo. The mugs will be available for sale during the Coffee Break Festival.

Philana noted that volunteers are still needed to direct traffic during the *Badfish Flyin’ Forty TT* on Sunday morning, August 19. Four people have signed up; twelve to fifteen are needed.

MEMBERSHIP COMMITTEE REPORT

Kristine Vaughn reported that there are now 426 members (326 of the members have provided email addresses) and 646 individuals in the database.

MARKETING COMMUNICATIONS COMMITTEE REPORT

Eric Borchardt noted that the shopping preference survey was sent to everyone in the database, not just members, but he feels that the information collected is very worthwhile. Eric reviewed the results from 317 respondents (almost 50% of those surveyed) with the Board and will share more detailed evaluations with Stephen Lawrence and Glen Timmcke as they plan for stocking the grocery with equipment, shelving and product.

Norma Sampson reported that she will update the website with photos of the *Soiree* at Vincenzo’s.

PROJECT MANAGER REPORT

Funding. Stephen Lawrence reported that a loan package has been submitted to a couple of funding sources. In addition, Evergreen State Bank has expressed an interest in being involved in the project, and Stephen is hopeful that Evergreen could work with North Country Development or Dane County Revolving fund, or provide a line of credit. Stephen noted that there have been no issues with the business plan.

Equipment. Stephen is eager to get some solid answers about financing before the next Board meeting so the Board can commit funds to equipment, which will take 4-8 weeks for delivery. Stephen noted that Focus on Energy needs a general idea of what style of equipment will be purchased in order to evaluate the co-op’s application for funding. On **MOTION** (M. Hajny/P. Barnes) and unanimous vote the Board directed Stephen to work with Commercial Air on the assumption the co-op will buy the Wisconsin-made coolers and freezers that were selected by the special committee that evaluated equipment styles.

Store Design. Stephen noted that although PJ from UNFI found limitations in the space, PJ thinks the site is a good choice. Since the space is so tight he suggested the co-op consider renting the lower level of the building for storage. The next step is to develop plans and drawings taking flow, sinks, code, structure, etc., into consideration.

Lease. Stephen reported that according to Phil Caravello the owner of the building (Phil’s mother) wants a lease for more than one year. Stephen pointed out that it takes time to establish and business and the co-op should not risk losing the space if the building is sold. On **MOTION** (J. Hajny/Borchardt) and unanimous vote the Board authorized Steve Barnes to negotiate a 3-5 year lease for \$1,800 rent for the main floor and \$700 for the lower level.

PERSONNEL COMMITTEE REPORT

Warren Kmiec requested that the Board make a decision about salary and benefits for the General Manager position before the Personnel Committee begins interviewing. Discussion ensued. On **MOTION** (J. Hajny/Sampson) and unanimous vote the Board authorized a salary range of \$35,000-\$45,000 with three weeks (15 days) paid time off each calendar year for the General Manager position.

ANNOUNCEMENTS

Marlene Widra, on behalf of Philana Friede, asked for volunteers to clean up the front window before the Coffee Break Festival.

Eric Borchardt noted that Norma Sampson would be taking a photo of Steve Barnes accepting a check from Patricia Collins at Vincenzo's following the meeting.

The next meeting of the Board of Directors is set for 6:00 p.m., Tuesday, August 14, 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: 7/30/2007 YTD
 Balance as of last report (7/13/07) **\$71,824.73**

INCOME

Member Fees	\$2,681.00	\$30,383.00
Investments	\$2,000.00	\$49,750.00
Grants	\$0.00	\$9,075.56
Fundraising	\$31.00	\$7,508.77
Donations	\$0.00	\$2,958.81
Sales		
other	\$0.00	\$230.00
TOTAL INCOME	\$4,712.00	\$99,906.14

EXPENSES

Rent	\$1,800.00	\$7,200.00
Insurance	\$0.00	\$1,027.00
Promotions	\$0.00	\$2,884.79
Personnel	\$900.00	\$3,600.00
Operations	\$0.00	\$238.74
Admin Expenses	\$385.03	\$843.97
Membership	\$0.00	\$733.84
Bank charges	\$0.00	\$201.10
Other	\$0.00	\$650.00
Equipment	\$0.00	\$75.00
TOTAL EXPENSE	\$3,085.03	\$17,454.44

CD ESKROW \$9,000.00

Current CHECK BOOK balance to date **\$73,451.70** **\$73,451.70**
 7/30/2007

\$0.00

THIS PERIOD'S EXPENSES DETAILED

7/29/2007	1030	OFFICE DEPOT STEPHEN	\$385.03
7/20/2007	1031	LAWRENCE STEPHEN	\$450.00
7/27/2007	1032	LAWRENCE	\$450.00
7/28/2007	1033	NLM RENTAL	\$1,800.00