

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, August 14, 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
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
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Steve Barnes called the meeting to order. The agenda for the meeting was reviewed.

On **MOTION** (Sampson/P. Barnes) and unanimous vote the minutes of the July 31, 2007, meeting were approved.

TREASURER'S REPORT

Warren Kmiec distributed a report (attached to these minutes) showing a balance of \$81,131.12. This represents the amount remaining from a total income of \$109,255.14, including \$9,075.56 in grants money. It was duly noted that the amount of money raised in a relatively short time shows that there is a lot of community support for the co-op. Warren then reported that Peg Sheldon has the bank records and is entering them into QuickBooks; that Windows XP (\$100) is needed to load Microsoft Office on the co-op computer; and that he and Stephen Lawrence will attend a Dane County Ag Council meeting on August 21.

MARKETING COMMUNICATIONS COMMITTEE REPORT

Norma Sampson, on behalf of the Marketing Committee, offered to prepare announcements about the co-op reaching its initial goal of \$100,000, with a special thank you to all who made it happen. The announcements proclaiming the good news will be submitted to the *Stoughton Courier Hub* for publication and sent via email to everyone in the co-op database.

PROJECT MANAGER REPORT

Stephen Lawrence distributed and reviewed updated financial information and reported on the status of the search for electricians, equipment and funding for the build-out and start-up. He raised several issues that will affect the design of the space, including how the co-op would handle its deli/meat department. Stephen noted that he had contacted an engineer to check the building structure and suggested the Board hire a general contractor to oversee the construction project from plans to “turn-key.” On **MOTION** (Sampson/Kmiec) the Board directed Stephen to pursue bids for a general contractor.

Stephen mentioned that he and Michael Markin had detailed a labor budget that fit within the original labor budget that had been adopted by the Board. The labor budget that Stephen and Michael developed refined the original assumptions and identified specific employment positions with respective pay scales. Stephen noted that labor needs must be addressed soon.

Stephen reported that he received a bid for AT&T phone service, which would include two lines and a fax, one DSL line and unified messaging. He noted that, with the win back cash rebates that would be available over the first year, the cost appeared to be competitive. On **MOTION** (Sampson/P. Barnes) the Board recommended going with AT&T.

Stephen noted that a hand held bar code scanner, uninterrupted power supply, credit card router, antivirus software, and other equipment should be purchased to compliment the POS bringing the total cost of the system to \$40,000. On **MOTION** (Sampson/P. Barnes) the Board authorized Stephen to prepare an accessories contract with Catapult, excluding the gold support program that assures a response within 24 hours. On **MOTION** (Sampson/P. Barnes) the Board decided to contract with Mercury Payments as the credit card provider.

RESEARCH COMMITTEE REPORT

Pam Barnes reported that the Research Committee is looking for anyone who wants to help find grant money and write proposals. Warren Kmiec volunteered to help locate potential sources and will let the committee know his findings. Pam also asked about interest in forming a 501(c)(3) “side-arm” for the co-op. On **MOTION** (Howard/Sampson) the Board directed the committee to investigate the viability of setting up a separate non-profit organization to funnel fundraising efforts.

FUNDRAISING COMMITTEE REPORT

Marlene Widra reported that the hootenanny during the Coffee Break Festival on August 11 went especially well. She noted that the Fundraising Committee would like to do them often since only chairs are needed for musicians, and it’s a good time to sell memberships and mugs (vendors may or may not be present). On **MOTION** (Widra/Kmiec) the Board sanctioned repeating the hootenanny in September and October on dates to be determined.

Phil Caravello informed co-op volunteers for the *Badfish Flyin’ Forty TT* that they should be at the Rutland Town Hall on Center Road (between Old Stone and County Highway A) by 8:00 a.m. on Sunday, August 19.

Philana Friede reported that work continues on a chili event.

MEMBERSHIP COMMITTEE REPORT

Kristine Vaughn reported that there are currently 460 members of the co-op. She noted that there was a surge of 56 new members who joined between July 28 and August 14, largely due to the fundraisers during that time—Taste of Stoughton/Sidewalk Sale, the swanky evening at Vincenzo's, and the hootenanny during the Coffee Break Festival. Five potential members were identified from the names placed in the fish bowl at the Soirée at Vincenzo's.

Kristine further reported that two-week notices are being sent to people who made a first membership payment of \$25; some have paid \$54, rather than two \$27 payments. Laura Anderson has ordered additional membership cards, including Founding Member cards that will be used until YRGC opens its doors. Members who join after the co-op opens will not be considered Founding Members. Norma Sampson noted that an additional 500 brochures will be ordered.

PERSONNEL COMMITTEE REPORT

Steve Barnes reported that the committee had interviewed a second candidate for the position of General Manager. An ad for that position will run in *The Hub* on Thursday, August 16.

ANNOUNCEMENTS

Steve Barnes noted that David Sharp asked if a YRGC representative would talk about organic foods during a Health Fair at the Methodist Church on October 15.

Myra Hajny announced that she would make a presentation to about twenty women at the New Century Club meeting in October.

The next meeting of the Board of Directors is set for 6:00 p.m., Tuesday, August 28, 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: 8/14/2007 YTD
Balance as of last report (7/30/07)

INCOME

Member Fees	\$32,822.00
Investments	\$54,250.00
Grants	\$9,075.56
Fundraising	\$9,918.77
Donations	\$2,958.81
Sales other	\$230.00
TOTAL INCOME	\$109,255.14

EXPENSES

Rent	\$7,200.00
Insurance	\$1,027.00
Promotions	\$2,884.79
Personnel	\$4,500.00
Operations	\$868.74
Admin Expenses	\$976.05
Membership	\$733.84
Bank charges	\$208.60
Other	\$650.00
Equipment	\$75.00
TOTAL EXPENSE	\$19,124.02
CD ESKROW	\$9,000.00
Current balance to date 8/14/2007	\$81,131.12
	\$0.00