

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, September 11, 2007

MINUTES

Board Members Present:

Steve Barnes	President
Norma Sampson	Vice President
Warren Kmiec	Treasurer
Phil Caravello	Member-at-Large
Laura Anderson	Membership Committee
Pam Barnes	Research Committee
Philana Friede	Fundraising Committee
Homer Howard	Senior Liaison
Stephen Lawrence	Finance Committee
Glen Timmcke	Product Buyers Committee

Other Committee Members Present:

Kristine Vaughn	Membership Committee
Marlene Widra	Fundraising Committee

Also Present:

Mike Markin	YRGC General Manager
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Steve Barnes called the meeting to order. The agenda for the meeting was reviewed. Steve announced that Dick Rem, Senior Liaison, had resigned. Steve volunteered to acknowledge and commend Dick for his service in a letter from the YRGC Board. Homer Howard will try to find a replacement for Dick.

On **MOTION** (Kmiec/Anderson) and unanimous vote the minutes of the August 28, 2007, meeting were approved.

TREASURER'S REPORT

Warren Kmiec reported the co-op assets currently include \$82,745.74 in the checking account and a \$9,000 CD escrow for a total of \$91,745.74 (Treasurer's Report dated September 7 attached). Warren announced that United Methodist Church had made a \$500 donation to the YRGC.

PERSONNEL COMMITTEE REPORT

Warren Kmiec reported that the Personnel Committee had agreed to use accountant Peg Sheldon to create the YRGC payroll. The Personnel Committee approved the policy of holding back a pay period and paying employees every 2 weeks.

GENERAL MANAGER REPORT

Mike Markin announced that he began working Sunday, September 9, as General Manager of the YRGC. Mike distributed examples of the reports that he plans to maintain. He had questions ranging from placing ads in the area newspapers for employees to Sunday hours to where will employees park. Discussion ensued.

Mike is working on an employee handbook and customer service manual for the YRGC. The Board decided that Mike should develop job descriptions for the positions for posting on the YRGC web site and to place an ad in the *Stoughton Courier Hub*.

Mike requested permission to purchase an all-in-one fax/copy/printer and a lockable cabinet or safe. The Board approved his request. Glen Timmcke will donate a computer desk for the office.

The Board also discussed employee uniforms and nametags agreeing that smocks and magnetic nametags are preferred. A short discussion about “rounding up” followed.

Mike reported that he had met with former project manager Stephen Lawrence September 7.

REPORT FROM FORMER PROJECT MANAGER

Stephen Lawrence reported that he is continuing to pursue funding. North Country Development Fund requires the Board to designate someone to sign agreements between it and the YRGC. On **MOTION** (Anderson/P. Barnes) and unanimous vote the Board designated President Steve Barnes as its designee who will sign any documents related to borrowing money from North Country Development Fund. Steve volunteered to draft and send a memo to North Country Development Fund concerning the Board’s action.

Stephen noted that the general contractor, Dave Grobb of B&B Construction, and a structural engineer had looked at the space and found minor issues relating to code. The engineer will develop a bid to provide additional support on the wall with the coolers.

Stephen and Mike Markin announced that the first draft of the store floor plan had arrived. The Board reviewed the plan. Stephen and Mike listed the following as changes that they would like to see made in the plan: 1) add a customer service and cashier area near the front; 2) cut back the bulk area about 4 feet and expand the produce area; and 3) lengthen the shelving area wherever possible. They were concerned that the water heater had been moved. On **MOTION** (P. Barnes/Caravello) and unanimous vote the Board approved asking PJ Hoffman from UNFI to make Stephen and Mike’s recommended changes in the plan.

Stephen announced that the phones and Internet for the store should be installed this week.

MEMBERSHIP COMMITTEE REPORT

Laura Anderson reported that there are currently 484 members of the co-op. She asked if the Board wanted to do something special for the 500th member.

Laura announced that she had been contacted about having an YRGC membership table from 4 to 7, Sunday, September 23, at Bjorn Park. She asked for volunteers to man the table. Mike Markin volunteered, as did Kristine Vaughn. Steve and Pam Barnes said they are helping with the event and depending upon their availability could also sit at the YRGC table.

Kristine discussed the YRGC having an ad in the Stoughton Opera Company's *Mistletoe and Miracles* program on December 8 and 9, 2007. The co-op would have the option to either place a full-page ad in the printed program or develop a 5x7 inch insert. The deadline is September 24. On **MOTION** (Vaughan/P. Barnes) and unanimous vote the Board approved sponsoring the Stoughton Opera Company with a \$100 ad in the *Mistletoe and Miracles* program. Steve Barnes further defined the action by noting that the ad should be by insert, and he announced that he would accept donations to help defray the cost of sponsorship and/or printing the insert.

MARKETING COMMUNICATIONS COMMITTEE REPORT

Norma Sampson reported that the Marketing Committee's next meeting is on Tuesday, September 18. The committee's agenda includes the store's launch and grand opening, ways to solicit more memberships and investments, signage for the front of the building, and changes in the web site.

Norma said to look for announcements in this week's *Hub* about Mike's hire and the hootenanny on Saturday. She thanked Stephen Lawrence and Laura Anderson for participating in the WISC interview.

Norma noted that invitations were being developed for restaurants and organizations to compete at the Viking Chili Bowl and that Marlene Widra will be hand delivering them this week. Other efforts to promote the chili event include updating the web site, developing tickets and fliers, chili peppers in the store window, and an article in the *Hub*.

Norma also reported that the membership brochures had been reprinted and were available for distribution.

FUNDRAISING COMMITTEE REPORT

Philana Friede announced that there will be a meeting Thursday, September 13, at Stella's Speakeasy to discuss the October 5 Viking Chili Bowl fundraising event. Details continue to be worked out.

PRODUCT BUYERS COMMITTEE REPORT

Glen Timmcke reported that he will work with Mike Markin to contact vendors and will share the compiled list of vendors with Mike.

ANNOUNCEMENTS

Steve Barnes announced that he would email Board members of a meeting time to work on the store lease.

Warren Kmiec reported that there was announcement in the *Hub* of a September 30 deadline for proposals to the Stoughton Foundation.

On **MOTION** (Friede/Anderson) and unanimous vote, the meeting adjourned at 8 p.m.

The next meeting of the Board of Directors is set for 6:00 p.m., Tuesday, September 25, 2007, at the future site of YRGC, 229 East Main Street.

Respectfully submitted,
Norma Sampson, Secretary Pro Tem

Yahara River Grocery Cooperative Treasurer Report

Today's date: 9/7/2007

Balance as of last report (08/24/07)	\$82,550.30	
INCOME		
Member Fees	\$1,527.00	\$35,099.00
Investments	\$500.00	\$54,750.00
Grants	\$0.00	\$12,619.42
Fundraising	\$89.00	\$10,077.77
Donations	\$500.00	\$3,458.81
Sales		
Other	\$0.00	\$230.00
TOTAL INCOME	\$2,616.00	\$116,235.00
EXPENSES		
Rent	\$0.00	\$9,000.00
Insurance	\$1,170.00	\$2,197.00
Promotions	\$0.00	\$2,884.79
Personnel	\$450.00	\$5,850.00
Operations	\$0.00	\$868.74
Admin Expenses	\$0.00	\$1,132.34
Membership	\$416.16	\$1,238.39
Bank charges	\$14.40	\$223.00
Accounting	\$370.00	\$370.00
Other	\$0.00	\$650.00
Equipment	\$0.00	\$75.00
TOTAL EXPENSE	\$2,420.56	\$24,489.26
CD ESKROW	\$0.00	\$9,000.00
Current balance to date	\$82,745.74	\$82,745.74
9/7/2007		

\$0.00

	CHECK		
8/31/2007	1046	STEPHEN LAWRENCE	\$450.00
8/31/2007	AUTO	MONTHLY FEE	\$14.40
	CHECK		
9/5/2007	1047	SHELDON ACCT	\$370.00
	CHECK		
9/5/2007	1048	ASSOCIATED INS	\$1,170.00
	CHECK		
9/5/2007	1049	INKWORKS	\$416.16