

**YELM COOPERATIVE  
Board Meeting Minutes**

Phoenix Rising School  
April 12, 2012

**Next meeting is Thursday, May 10 at 6:00 pm at Phoenix Rising School.**

**Members present:** Bill Wyman, president; Aaron Rodriguez, vice pres. and treasurer; Marilyn Reardon, secretary; Tom Dewell, member

**Guests:** Gary DiDonato, store manager

Meeting was called to order at 6:07 pm by Bill Wyman.

**Meeting minutes**

March minutes were approved.

All special minutes between March 18 – 31 were approved.

**Financial report** – Bill and Tom

- 1) Bill and Tom showed the Board the revised P&L statement. Tom showed the Jan/Feb comparison.
- 2) Tom presented a 12 month running total of gross sales. Gross sales are holding steady at approx. \$57,000 per month, approx. \$2000 per day. Bill expects sales and member numbers to increase when the new store opens. Inventory control appears to be holding in good ratio with sales.
- 3) There was discussion about the bookkeeper making decisions to move money from one account to another. Tom and Bill will clarify with her what is needed.
- 4) Inventory needs to be done this weekend or next. Having a physical inventory every 3 months is critical to managing inventory vs purchases. Four people will be needed. Gary will coordinate.

**Strategic Planning Committee Report**

**Farmers Market – Tom/Bill**

Geana Henkes has carried the project forward very professionally and quickly.

1. Second submission to the city of Yelm has been made. The city Community Development Department has been very cooperative.
2. If the mayor agrees, the final decision will go to the city council on May 8<sup>th</sup>. No problems are anticipated in their agreement.
3. The FM venue will be on Second Street between Mosman and Washington. The city suggested this venue. The toilets in the park can be used; however, the FM will be responsible for cleaning the toilets at the end of each market.
4. May 27<sup>th</sup>, Memorial Day weekend is the planned opening.
5. There are 8 vendors already interested.

**Educational Garden - Tom**

1. There has been very slow progress on this project. A discussion ensued about the program manager position and what is required for this position in terms of skills and leadership.
2. The water issue has been solved.
3. The Our Redeemer Lutheran Church will submit a special use permit to the city this week. The fee is \$500.

**IRS 1023 Application - Tom**

1. New director names have been filed at the Secretary of State's office.
2. Bill will be named as legal representative, not Billy Gordon. All questions from the IRS will be directed to Bill.
3. The effective date for tax write-off of donations is the postmarked date of submission to the IRS, not the date discussed in earlier Board meetings.
4. Tom will submit the 1023 tomorrow.

### Manager's report - Gary Di Donato

1. Most co-op's have 4 hour shifts; ours are 6 hours and this is a deterrent to gaining new working members. In addition, staffing Sundays is very difficult.
2. Opening at 9:00 am requires WM to arrive at 8:30 am. This is also a deterrent to new WM sign-ups.
3. A WM drive is critically needed. Aaron will work on a WM drive. Daniel Wyman will send out an email blast.
4. Gary recommends within the first 30 days of opening that a paid cashier be hired at \$9.00/hour for 24 hrs/week and a floor manager be hired at \$10.00/hr for 19 hrs/ week.

Discussion ensued re: can the store afford the new positions along with the additional monthly costs associated with the relocation? It was recognized that this is a very important issue but no decision could be made at this time. Once the store is relocated, it will be re-visited.

Tom will add these numbers to the 90 day budget and send out to all.

### Relocation – Bill/ Marilyn

1. The remodel has begun and things are moving very quickly. Bill is coordinating the remodel and providing carpentry work. Bill prepared a budget and construction schedule and we are on target so far.
2. Plumbing is complete. Bill will call for the inspection.
3. Electrical is complete and will pass inspection by L&I.
4. Painting is continuing – there is lots to be done.
5. Placement of mezzanine and checkout counters is complete and construction has been started.
6. Emergency doors and exit signs are being installed tomorrow by Aaron Danner.
7. Gary will submit the Health Department application tomorrow. The walk through by the inspector will be Tues. April 23.
8. Marilyn is coordinating the volunteer crews for cleaning, painting, moving and re-stocking.
9. Marilyn will submit the water sample for the test on Tuesday.
10. The grand opening will be combined with Prairie Days. The grand opening will be on Saturday, June 23. The ribbon cutting will be at 12 noon. Terri Church and Gary Di Donato are coordinating the event. The person cutting the ribbon should be a member that the membership votes to do it.
11. Logos were discussed but put on hold for now. We will think about how or whether to integrate the Yelm Cooperative, a community service organization, name into each logo.

Adjourned: 9:19 pm.

Submitted by Marilyn Reardon, Secretary.

---

Bill Wyman, president

---

Aaron Rodriguez, vice president