

YELM COOPERATIVE
Board Meeting Minutes
 Phoenix Rising School
 August 9, 2012

Next meeting is Thursday, Sept. 13 at 6:00 pm at Phoenix Rising School.

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

Program managers present: Gary DiDonato, store manager

Meeting was called to order at 6:04 pm by Bill Wyman.

Meeting minutes

July minutes were approved.

Store manager's report – Gary

- ⤴ WM potluck was very successful. Members had excellent ideas re: how to improve store operations.
- ⤴ .4% of products are lost to spoilage
- ⤴ The store has recovered sales unusually well after the move.
- ⤴ Need to have an air intake added to the venting system. Tom will get a quote from Bigfoot HVAC company.
- ⤴ New outside signs need to be designed. Also, city permits have not been acquired for the area on the south side of the building.

Financial report – Tom/Aaron

- ⤴ Board reviewed monthly sales from July 2009 – July 2012. They are holding steady at approx. \$75,000/mon.
- ⤴ P&L some key metrics have been added to make Board review easier
- ⤴ The wine coordinator position needs to be filled asap. There is great potential for revenue in that part of the store. Need someone who can build the business. Tom has spoken with 2 experienced people and they are each preparing a business proposal showing how they and the store can make money. Marilyn will post ads on Bettye's newsletter and the Masters Connection. Marilyn will check with the Liquor Control Board re: can the store hold wine tastings.
- ⤴ Tom will meet with Jae Estabrook of One Pacific Bank next week re: details on the line of credit the bank could offer to the YC.

Farmers Market report – Tom

- ⤴ The start up cost for the market was \$3000 and has been entirely recovered. There is a \$5.05 balance in the bank. Kudos to Geana for her great work.

1023 Submission – Tom

- ⤴ Breckan has reviewed the application and advises we should proceed with submitting the 1023. The only criteria for a non profit is that there are no shareholders. Tom needs to update the financials again. As long as the 1023 is submitted before new Directors are installed, the Directors currently on file with the Secretary of State's office will be used for the application. Tom is meeting with Breckan tomorrow to finalize the submission document.

Update on legal matters with the city – Bill

- ⤴ YC has submitted paperwork to the city to go through a site plan review. YC has simultaneously submitted an appeal that the process the city invoked was not valid. The appeal would go before a hearings officer. Four lawyers contacted by the YC say the city is wrong. Bill thinks it is clear that the city's position would not be upheld. Breckan Scott, YC lawyer, has been asked by the city if they drop the requirement for site plan review, will we drop the appeal? Site plan review approval means Kellie can stay in the front of the store. The city has no objections. If no other agency they are required to contact has no objections, there will be no further action required.
- ⤴ Gordon's ADA bathroom buildout has begun. She will bear the cost of materials. Bill has put together a small crew who are donating their time along with Bill to do the construction.
- ⤴ Once the store's final certificate of occupancy is received and Gordon's is allowed in the front of the store, the YC efforts are complete. Kellie Peterson is in full agreement with this.

New Business

General Manager Search – All

- ^ In addition to receiving a final occupancy permit, this is the most crucial task ahead for the Board.
- ^ Aaron moved, Bill seconded that the Board form a search committee for hiring a GM. Passed unanimously.
- ^ A preliminary time line has been developed.
- ^ Marilyn will develop a draft GM job description for Board review by 8/12. Board will submit comments to Marilyn. Board will also send their set of the more intangible characteristics we are looking for. Marilyn will collate.
- ^ Carolee Coulter's information is excellent and should be carefully read and followed by all Board members.
- ^ Ad will be posted on the CGIN website and listserv. Tom is a member, so it will be at no cost. Ad will also be posted on Craigslist Seattle and Portland, also at no cost. Tom will create a way to track hits to the ad.
- ^ After an Internet search, the appropriate salary is \$40-50,000 in a rural area with our amount of product sales. There was discussion re: can the store carry a GM salary as well as the current payroll until the time the GM can make staffing decisions. Tom and Bill will run the numbers and present to the Board over email.
- ^ Bill and Aaron will meet with John Mabitch on 8/24. He will offer advice re: what to look for in a GM.

The meeting was adjourned at 8:32 pm.

Submitted by Marilyn Reardon, Secretary

Bill Wyman, president

Aaron Rodriguez, vice president