

**YELM COOPERATIVE**  
**Board Meeting Minutes**  
 Phoenix Rising School  
 October 11, 2012

**Next meeting is Thursday, November 8 at 6:00 pm at Phoenix Rising School.**

**Members present:** Bill Wyman, president; Beverly Wright, vice president; Marilyn Reardon, secretary; Tom Dewell, treasurer, Aaron Rodriguez, director

**Excused:** Terry Kaminski, director

**Program managers present:** Gary DiDonato, store manager

Meeting was called to order at 6:13 pm by Bill Wyman.

**Welcome to new Board member**

Bill welcomed Beverly Wright to the Board for her first meeting as vice president.

**Open session**

There were no attendees for the open session.

**Meeting minutes**

September Board minutes were approved.

September 20<sup>th</sup> special meeting minutes on new Board officers were approved.

September 20<sup>th</sup> special meeting minutes on external conflicts were approved.

**Store manager's report** – Gary

- Total monthly sales were \$63,261. Sales should increase during the holiday season.
- There were 54 new members - 21 paid in full; there are 32 active volunteers.
- There was a recall on Justin's nut butter products and peanut butter chocolate gelato. These items were immediately removed. The store receives a credit for pulled items. UNFI has been on top of the recalls and stays in close contact with the store. Similar items that did not need to be removed should have shelf signage explaining why.
- The store is planning to serve Batdorf and Bronson coffee. It should increase bakery sales. Also, store staff are looking into carrying pasteurized juice and non-homogenized milk.
- Since the city has given permission, Kellie has been filling out the front of the store. It now looks inviting.
- A new laminated sign will be posted in the window next to the entry.

**Financial report** – Tom

- The Board reviewed monthly net income and expenses and is aware of the current cash flow position.
- Tom will provide the Board with mid-October revenue figures.
- There was discussion re: again closing the store on Sundays once logistics can be worked out with Gordon's Garden Shop. After considering pro-rated expenses from May-Sept this year, the store netted a \$26.74 income for Sundays. No decision was made at this time.
- The wine business needs to be up and running by the holiday season; it is expected to generate good revenue to the bottom line.
- Motion was made to authorize the Board president to encumber the YC for the \$15,000 line of credit amount. Passed. Bill signed the final documents re: the One Pacific Coast line of credit. Tom will submit.

Interest on a line of credit is charged only for the amount distributed from the maximum loan amount. This is different from a loan, in which interest is charged on the entire loan amount from the first day the loan is granted. A policy will be developed that the president must receive Board approval before drawing any monies from the line of credit. The funds can be used for any number of purposes: to purchase equipment; cover costs of repairs; adding merchandising displays to enhance sales, etc.

**Farmers Market report** – Tom

- Geana has ended her term as program manager of the market and is now working full time. The Board recognized her excellent work in bringing about the market.
- Geana will be developing an oversight committee for the market. The Board needs the committee to identify its role and objectives.

- Geana will be speaking to the Yelm city council to give a wrap-up of the first season and to offer specific suggestions for how the city could facilitate its success in the future.

### 1023 submission – Tom

The submission is awaiting a check and the Board president's signature. Bill signed the submission document.

### Strategic planning committee

Tom has not set up any further committee meetings. Geana is a key member of the committee and Tom will wait until her work schedule is firmed up before scheduling any meetings. Farmer direct contracting will be a part of this committee's work but is tabled until the new general manager is hired.

### New or continuing business

- Because officers have changed, both Business Licensing Services and the Portland field office of the USDA (for the store accepting food stamps) must be informed. Marilyn will complete and submit the forms.
- Cornelia O'Leary wants to develop local farmers as suppliers to the store. When the new general manager is hired, this potential can be explored between them.

### Wine Coordinator

- Tom has completed the application for having wine tastings in the store and will submit.
- Anne Marsh's research was extremely well done. Motion was made to bring Anne on as Wine Coordinator. Passed. Bill will meet with Anne this upcoming week to define further specifics of her contract.

### General Manager search – Marilyn

- The Board was presented with 12 names and basic information of the best candidates from the search. The top 4 candidate resumes were handed out. The Board asked to be sent the others. Marilyn will send by 10/13.
- We will maintain the current postings on CGIN and Workforce until they expire at the end of this month. Tom will cancel the Craigslist ads.
- An up-to-date search timeline was handed out. We are on schedule. The next step is telephone interviews.

### Privacy policy

Motion was made to adopt the Privacy Policy for recipients and donors to YC-run charitable causes. Passed.

### Gift of Gobble

Bill met with Carol Franks and Andrea Levanti re: the kickoff. Donations will begin to be accepted next week. Carol and Andrea will be contacting local businesses to sponsor a family basket and will contact local churches to identify families in need. The target is to provide 65 baskets for a full Thanksgiving dinner.

### Letter calling for a special member meeting

Two people who were discontented with the lack of time to ask questions at the Annual Meeting have been contacted and told that the Board is willing to meet with members at any time or during open session of the monthly Board meetings to discuss issues. Nothing further has ensued in regard to the letter.

### Closed session was held.

The meeting was adjourned at 9:16 pm.

Submitted by Marilyn Reardon, secretary

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Bill Wyman, president

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Beverly Wright, vice president