

YELM COOPERATIVE
Board Meeting Minutes
Rosemont Retirement Center
May 9, 2013

Next meeting is Thursday, June 13 at 6:00 pm at Rosemont Retirement Center

Members present: Bill Wyman, president; Beverly Wright, vice president; Marilyn Reardon, secretary; Terry Kaminski, director

Excused: Tom Dewell, treasurer (arrived later); Kayla Mahnke FM program manager

Staff present: Barnaby Rintz, YFC general manager

Guests: none

Meeting was called to order at 6:08 pm by Bill Wyman.

Open session

No guests.

Meeting minutes

April 11, 2013 Board minutes were approved.

April 3, 2013 special meeting minutes were approved.

April 13, 2013 special meeting minutes were approved.

YFC manager's report – Barnaby

- Average daily sales for April were 1.5% higher than March. Sales remain up and down from week to week.
- Basket size averaged \$20.97 for April. March was \$21.14.
- New members = 14 = \$425 revenue in dues. Renewals = 28. Total revenue from memberships = \$892.50. The letter sent by the Board regarding original members has been well received. Donations from original members will be promoted as an alternative way to raise additional YC revenue.
- Percentage of volunteer card discounts has gone up 22.6% (\$5667.47 vs \$7327.90). There are many cards still in circulation.
- There was a loss of 7 in store WM in April. Many have relocated, gone to full time employment or off to college. There is a critical need to bring on more working members. Discussion ensued. Marilyn handed out a WM application specifically for out of store positions.
- Adequate air conditioning equipment is a primary concern at this time. Barnaby continues to research equipment options. Paul Reardon, electrical engineer and a master electrician will evaluate the electrical capacity, a key issue. Financing the equipment may be possible through PSE or perhaps through Twin Star CU.
- UNFI will help plan and execute a reset to the store and Barnaby would like to complete it in 2 months. Bob Poole from the Health Dept. requested a full equipment layout of the store. It has been sent. This may delay the reset.
- Greater produce chill capacity is still needed. An additional freezer for grocery would be helpful.
- The wine shop shelving will be delayed until other more critical equipment needs are met.

Financial report – Tom/Bill

- Bill presented the Nov. 2011 – Apr. 2013 financial graph. Total sales have steadily increased. April was close to \$80,000.
- Wine sales have increased substantially.
- The YTD P&L summary was presented. Gross income was \$284,705 for April.

Beer & Brat Fest – Bill/Marilyn

- Motion was made and seconded to hold the Fest. Discussion ensued. Passed.
- A planning team will be gathered and the first planning session will be at Marilyn Reardon's house on May 16 at 3:30 pm.
- Terry Kaminski will speak with Tammy from the city about our required city event permit.
- Marilyn will submit the special event application to the Thurston County Environmental Health Division and download the needed health information. The permit fee for low risk foods is \$60.
- Beverly will apply for the special event license with the Liquor Control Board.
- A general budget was set and will be refined as costs are identified more specifically. Budget numbers will be sent to Bill.

Home and Garden show – Marilyn

- The YC booth was the most lively in the show and had a great response. Many people did not know the store existed. Barnaby heard a lot of good things about the booth from customers.
- The 3 part display board created by Katie Sharp was really useful and eye-catching.
- Many coupons were handed out – 13 \$6 coupons have so far been redeemed at the store.
- 22 people filled out forms that said they were interested in becoming working members. Marilyn will contact Jutta about doing two orientation sessions for interested people.
- We should bring more member applications next year – we ran out.
- Thanks to Bill, Katie Sharp, Jane Agren, Valerie Rogers, Rory Sagner (photography) and Marilyn for putting it all together and manning the booth.

Coopatopia - Bill

- Bill, Barnaby, Sarah Morgan and Star (working member) attended.
- Bill spoke to 4 different credit unions that loan to co-ops. Kayla designed a sponsor packet and Obee Credit Union and Twin Star are interested in sponsoring the Farmers Market next year. Their sponsorship monies have already been allocated for this year.
- The YC table was in a great spot and the 3 part display board created by Katie Sharp was extremely useful here, as well.
- It should definitely be attended next year – excellent networking and exposure.

Mother Earth Fair – June 15-16

- Everyone agreed it would be great to attend but there was no one who committed to go.
- We will consider having a booth next year. An email will be sent to working members ahead of time to see if any would want to man the booth.

Farmers Market – Bill/Tom

- The contract with Nisqually Valley Farms has been reviewed by Breckan and has been submitted with minor changes.
- Nisqually Valley Farms requires that they be added to the YC insurance policy for \$3M additional liability coverage. Ton Nelson of Nelson Insurance is the new insurance broker for the YC. Tom will follow through with the insurance requirement.
- Bill will email the Board with final contract details.
- Katie Sharp will design a cinema ad. It costs \$150 per month. Bill will ask Nisqually Valley Farms to share the cost.
- The YC provided \$1221 for market expenses.

Chamber of Commerce - Tom

- Bill and Tom will attend. This will increase the YC's exposure and contacts within the business community.

CFEP garden – Tom

- Tom, Bill and Marilyn met with Jeanine Pia re: the manager position. She is highly qualified but has major time commitments to the Rainier Community Garden. Jeanine will let Tom know her decision by next week.
- Bill will create a job description for the garden manager position. Marilyn will review. It will be set up as a one year – two year – and three year set of goals for the program.
- The YC has been offered 7 locations for the program, including Yelm Farm and Pet and Wilcox Farms.
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1023 application - Tom

- Tom spoke with the IRS on May 8th and our application has still not been assigned to a "Determination Specialist". Only then will we know what needs to be done next.
- Tom asked about an expedite request and was told that they are infrequently granted, but as long as time deadline is part of the request, it wouldn't hurt. Denial of that won't affect our application.
- Tom will pursue the grant/donation potentials to expedite the application.

Strategic planning committee - Tom

- At present no meetings are planned. If the CFEP program begins, it will stay under the SPC and meetings will be held as required until a program manager is selected.

YC funds policy - Beverly

- Beverly will finalize the policy and send via email. A special email vote can then be taken.
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The meeting was adjourned at 9:10 pm.

Submitted by Marilyn Reardon, secretary

Bill Wyman, president

Beverly Wright, vice president