

YELM COOPERATIVE
Board Meeting Minutes
Rosemont Retirement Center
June 13, 2013

Next meeting is Thursday, July11 at 6:00 pm at Rosemont Retirement Center

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

Staff present: Barnaby Rintz, YFC general manager; Kayla Mahnke FM program manager

Guests: none

Meeting was called to order at 6:02 pm by Bill Wyman.

Open session

No guests.

Meeting minutes

May 9, 2013 Board minutes were approved.

YFC general manager report – Barnaby

- Bill, Barnaby and Tom will review air conditioning options at 1:00 pm on Sat. 6/15. Adding air conditioning is a crucial improvement needed to save product and extend the life of current equipment.
- The Federal Pacific circuit breaker needs replaced.
- Sales remain strong - \$86,000 for May.
- Barnaby has identified a cumulative Y-T-D \$18,000 loss. This was discussed at length. Some of the contributing issues might be inventory creep, product loss and POS transaction entries not functioning correctly. Barnaby has made it his highest priority to identify and remedy the issues as soon as possible. They have been working on fixing the POS problem. Inventory will be completed at the end of the month. He will report his findings at the next Board meeting.
- The store will be reset beginning in 6-8 weeks.
- The Board is compiling key metrics to measure the health of the YFC. These will be forwarded to Barnaby; he will also be able to add metrics.
- The YC currently has 555 voting members and 751 non voting members. There were 43 member payments in May, including 26 new members.
- Training of working members and store staff continues and training manuals are in development.
- PSE has a Smart Grocer program which can reduce the store's costs when more energy efficient equipment is purchased.
- Freezers will be shifted and the Health Department will need to be notified of the new layout.
- Barnaby and Sarah went to the food show and made targeted purchases to bring new products into the store.

Financial report - Tom

- Barnaby will do the store financials. Tom will compile the YC financials.
- Motion was made and seconded to remove Debbie Burgan as a responsible person on the YC bank accounts and to add Tom Dewell. Motion was seconded. Passed.
- Chart showing the following were handed out and discussed:
 - sales by month from June, 2010 through June, 2013
 - net worth by month from April, 2007 through June, 2013
 - income and expenses by month from June 2012 through June, 2013
 - Y-T-D P&L summary

Farmers Market – Kayla

- Opening day was June 9 and a big success. There were 14 vendors, 506 visitors, a daily sales total of \$3335.00 and a market commission of \$166.59. Plant starts sold very well. It has been great working with the Nisqually Springs Farm.
- A list of items needed and data collection systems to develop were identified and handed out by Kayla.
- Kayla developed and handed out a market Sponsorship Plan, a Sponsorship Information Packet and a Market Ambassador volunteer position description. All were extremely well thought out, well organized and comprehensive.

- Kayla presented the financials. The FM owes the YC general fund \$2998.05. Most of these expenses were incurred from last season in getting the market going in its first season.
- Kayla will have a booth at the Beer & Brat Fest.

Beer & Brat Fest – Marilyn

- Plans are moving ahead well. There is a great team working on it. We expect it to be a success.

CFEP – Tom

- Tom will meet with Jason Witherow, owner of Jason's Nursery, re: how he can support the program. Jason wants to see the program come into being.
- Bill will resend the CFEP job description to Tom for posting on Craigslist, Masters Connection, Bettye's newsletter.
- Kayla will send Tom where to post the position at The Evergreen State College as an internship.
- Tom will look into Americorps.
- Yelm Farm and Pet has 15 acres and have already had conversations with Bill about the garden.

Policies – Beverly

- After discussion the policy was amended to include a percentage reserved for administrative costs.
- Board members will send Bill what constitutes administrative costs.

New director recruitment

- The AGM is approaching in September. We want to have potential director information sent out in advance of the meeting to members.
- We need to develop a strategy for recruitment. This is a high priority.
- Skill areas needed: accounting, legal, business acumen.
- Bill will re-do the term matrix for directors and email to us .

General administrative matters

- Bill will purchase a fire proof filing cabinet to be used to hold the corporate records.
- All financial information and minutes must be kept for 5 years.
- The Board treasurer ensures the year end financial records are kept for the required time. Financial records are kept off site in an electronic version, as well.
- The Board secretary ensures that the Board minutes are kept for the required time. These are also kept off site in an electronic version, as well.

The meeting was adjourned at 9:02 pm.

Submitted by Marilyn Reardon, secretary

Bill Wyman, president

Beverly Wright, vice president