

**YELM COOPERATIVE**  
**Board Meeting Minutes**  
Rosemont Retirement Center  
August 8, 2013

**Next meeting is Thursday, September 26 at 6:00 pm at Rosemont Retirement Center. This will be a combined regular and Annual Board of Directors meeting at which new officers will be chosen.**

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

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

**New director candidate:** Barbara Morando

Meeting was called to order at 6:00 pm by Bill Wyman.

**Open session**

No guests.

**Appointment of new Director**

Barbara Morando was welcomed by the Board. Previous to the meeting, Barbara had completed the Board application, skills matrix and provided a resume. In addition, she was interviewed by Bill, Tom and Marilyn. She presented to the Board her reasons for desiring to be a Board member. A motion was made to appoint Barbara to fill the vacant position left by Aaron Rodriguez for the remainder of his term. Motion seconded. Passed. Barbara will stand for election at the upcoming Annual General Meeting in September. Marilyn will provide basic Board orientation for Barbara next week.

**Meeting minutes**

July 11, 2013 Board minutes were approved.

**YFC general manager report** – Barnaby

- Avg. sales per day = \$2767.74
- Avg. basket sales = \$22.05
- # of new members = 18; # of renewals = 20
- # of new working members = 2; # of working members lost = 1
- Barnaby reviewed the July 2012-July 2013 sales graph showing a rolling 12 month total of \$937, 336. The color version is preferable over b&w. The Board congratulated Barnaby for his excellent work in improving the financials since he was hired.
- In addition to text and graphs, Barnaby will present the key metrics in a table format.
- Overall financial performance of the store is good.
- Tom will review Quickbook postings to ensure accurate categorization.
- Debbie will send Tom membership numbers for inclusion in the YC report.
- In September, Barnaby will begin implementing a donation option for those who don't wish to become YC members.
- Barnaby noted the YC should be engaged in more advertising to get the YC message out to the community. The Board agreed. There is special pricing being offered by the Nisqually Valley News on full page color ads. Marilyn will draw up a first draft. Barnaby will find out the deadline for submission of the text. The NVN will do layout and formatting. In addition, Barnaby wants to place a theater ad for \$140/month and place a rotating biweekly ¼ page ad in the NVN. The store has the budget to cover these costs. There should be a catchy byline and remind people of the information in the reinstatement letter. Marilyn will draft the text by 8/11. Text needs to go to Angie at Nisqually Valley News by 8/20.

- To keep the YC's programs connected to the business community, a Board member should attend every Chamber of Commerce monthly meeting. Bill said he would attend. In addition, the store should host a "Business After Hours".
- The new air conditioners cost \$7582.18, including all the installations and window removal. They have reduced product loss, although they cannot fully keep up when the temperature rises above 80 °.
- There were significant maintenance expenses in July, primarily due to temperature stress on chill equipment.
- A complete reset of the store will occur in October. He has plans to change shelving and cash register layouts, as well.
- Training manuals are a work in progress. Marilyn has offered to assist with this project.
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#### **Farmers Market** – Kayla

- Kayla's 90 day performance review was conducted this week by Bill and Marilyn. Kayla received a 360° review: vendors, Board and self. The ratings were very positive. Kayla suggested that a program manager training manual be prepared and an orientation be held to bring new managers up to speed more efficiently.
- Tom, Kayla and Judy will rework the P&L to clearly delineate categories.
- Kayla will send a spreadsheet of weekly deposits to Tom.
- The motion to rescind the original limit on Kayla's salary is tabled for further review.
- Y-T-D total sales = \$34,978.20
- Y-T-D total market attendance = 4,525
- Y-T-D market income = \$3,750.13
- Y-T-D volunteer hours = 278
- Avg. visitors/hour = 100
- Kayla and the Board are very pleased with the success to date of the market.
- Individual farmers are making consistent or better sales each week. However, there is a shrinking vendor roster due to craft vendors who do not have product that will consistently sell week after week.
- If the temperature is above 78°, traffic and sales slow.
- A \$500 payment is due to the Nisqually Springs Farm at the end of August and a final payment of \$1000 at the end of the year. This can be covered by sponsorships.
- Sponsorships are the high priority at this time. Kayla met with Valerie Rogers this week re: how to approach sponsorship recruitment and received excellent information. Kayla will prepare a sponsorship packet by 8/16. The Board agreed that one of its key responsibility is fundraising. Each Board member committed to getting one FM sponsor.

#### **Financial report** – Tom

- The general fund bank balance = \$8,625.17, including a \$6000 line of credit loan.
- Member dues owed but not received as yet = \$3,924.39
- Membership equity = \$4703.55
- Farmers Market reimbursements = \$4,703.55
- There is an extension on tax filing until September 16.
- There are Farmers Market designated checks. Tom will instruct Judy to hand write checks for payments from FM. This will simplify tracking expenses.
- Both the general fund and FM P&L's require fine tuning. Tom will work with Judy next week.

#### **Strategic Planning Committee** – Tom

##### **CFEP**

- The Community Garden has a location: on Bald Hills Road across from the Crossroads Community Church. The parcel is owned by Jason Whitherow of Jason's Greenhouses for an annual lease of \$1,00 per year. The parcel is approx. 1 acre. Jason will provide a main water line to the site; we will install branch lines as needed. There is power at the corner of the property that the garden can access. Jason and Bill will meet tomorrow to create a

contract. The contract will be reviewed by Barbara, the new Director, as she has extensive contract experience as well as Breckan Scott, the YC lawyer.

- Annagret Buerger, former YFC working member, has expressed interest in managing the garden. Bill will talk with Annagret when he returns from vacation on 8/20.
- The SPC will provide the Board with a preliminary budget within the next few weeks.
- The goal is to have initial beds built and planted in this year so there is a basis for growth.

### **General Administration**

#### **•501c3 Application**

- Bill will prepare a letter that could be taken to 2 potential donors to be used for an expedited application. Bill will draft the letter by 8/15 for Board review.

#### **Gift of Gobble**

- Because the G of G is a YC committee, it needs to be headed by a Board member as stated in the bylaws. Barbara has agreed to head the committee. She will contact Andrea Levanti and Carol Franks, who organized it last year.

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#### **Annual General Meeting**

- The goals of the AGM are to communicate to membership the financial condition of the YC programs, what has been accomplished in the last year and what the goals are for the upcoming year.
- Tom has begun sending Grapevine newsletter announcements.
- Beverly, Barbara Marilyn will address the mailers on 8/13 for those members who don't have email addresses on file. Marilyn will draft the invitation letter, make copies and buy supplies. These must be mailed by 8/16 to comply with the bylaws.
- Barbara, Bill and Terry need to submit bios and photos to Tom by 8/16 for posting on the website.
- Marilyn will prepare flyers and poster. We need a graphic artist working member to do this work. Barbara will make contact with a person who might be interested.
- Barnaby will contact the Community Kitchen people for food at the meeting.
- Barnaby and Kayla will have 3 minutes each to introduce themselves and briefly speak to members at the meeting.
- Bill will do the main presentation. Board should send their ideas to Bill. One idea is to tout the success of the Beer & Brat fundraiser.
- There will be breakout groups after the formal part of the meeting for members to talk with individual Board members, Kayla and Barnaby.

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#### **Director Resignation**

Due to the great number of other demands on her time, Beverly Wright submitted her resignation effective September 26. She has been an invaluable member of the Board and will be greatly missed.

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The meeting was adjourned at 8:58 pm.

Submitted by Marilyn Reardon, secretary

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Bill Wyman, president

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Beverly Wright, vice president