

## **YELM COOPERATIVE**

Meeting Minutes  
October 9, 2014  
Rosemont Retirement Center

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

**Directors present:** Bill Wyman, president; Barbara Morando, vice president; Tom Dewell, treasurer; Marilyn Reardon, secretary; Jeevan Anandasakaran, director; Terry Kaminski, director

**Program managers present:** Barnaby Rintz, YFC general manager; Karen Rae, FM manager

Meeting was called to order at 6:03 pm by Bill Wyman.

### **Open Session**

There were no members or guests present.

### **Meeting Minutes**

September meeting minutes were approved.

### **YFC general Manager Report** – Barnaby

September YFC financials were reviewed.

- Monthly sales (total) = \$85,152; down 1.88%
- Average basket size = \$23.04; up 2.17%
- YTD total sales = \$779,338
- YTD retained earnings = \$5768.13
- # of in store working members = 19
- # of out of store working members = 17 (adjusted)
- Extraordinary maintenance cost = \$543
- Capital expense = \$685

There was a 5.94% increase in sales over September 2013. There was approximately \$3800 in retained earnings for Q3 indicating a net revenue margin of 1.35%. Gross revenue margin is 27.6% - 3% less than the net margin for the prior quarters of 2014. The focus for next year needs to be ordering only what the store needs and reducing time wasted on chasing lowest wholesale cost.

There was a 50% down payment made on the produce merchandiser. Due to Barnaby's bereavement absence, there has been some delay in moving forward with installation. Now that Barnaby has returned, logistics planning will resume. In addition, Gary Carlson from the city needs to give the go ahead. The compressor spec sheets are in. Bill will go to the city re: city permits, L&I, plumbing, etc. Barnaby has taken care of the Health Department requirements.

The compressor and chiller will cost approx. \$4500. Installation will cost approx. \$4000 for electrical, plumbing, removing mezzanine, etc. Barbara will send Barnaby and Bill Brian Tighe's contact information re: a second electrical bid.

Tom will contact Beneficial State Bank on Friday to increase the YC's line of credit to \$50,000.

#### **Farmer's Market Report** – Karen

- Total September market sales (all categories) = \$18,717
- Total YTD sales (all categories) = \$96,282.27
- Total # of September vendor booths ranged from 18-23
- Total YTD attendance = 9873
- Total YTD gross income = \$8098.53

The market P&L was reviewed. There is an anomaly in the FM P&L that needs addressed. Karen will meet with Judy and Tom to locate where the problem is occurring. Tom will discuss with Judy a procedure whereby Karen's data can be directly transferred into Quickbooks.

There are only 3 more markets this season and the \$100,000 sales target will be reached. Some vendors have left but a lot remain. Although customer numbers have dropped, they are purchasing more and some vendors are doing the best they have all season. Vendors have been very pleased with the market and have great camaraderie. The ambience of the market is wonderful and the customers enjoy it.

There were no new sponsorships. NVN did an excellent full page article on the market. Facebook "likes" are up from 1471 to 1546. Karen's target of 1500 has been reached. FB will be the only marketing this month.

Motion was made and seconded to continue to locate the market at the Nisqually Springs Farm for 2015. Discussion ensued. A vote was called for and the motion was passed. Bill will contact Glen. At the November Board meeting, Karen will present a 2015 budget for the market and additional information regarding the future potential of moving the market into the city. In addition, Karen will present her reasons for increasing her salary. The WSFMA executive director has noted that \$20 per hour is suitable for Karen's level of responsibility. The Board will consider all the factors involved after November's Board meeting.

Karen presented a list of the many market manager tasks needing completion during the market off season. Karen suggested 20 hours per week of paid time during November, dropping off to 10 hours per week in December- February, then back to 20 hours per week from that point.

#### **Yelm Cooperative**

##### **Treasurer's Report** – Tom

September SOFA was reviewed.

- Total members renewed September: 31
- New members September: 24

- YC members renewed Sept: 21
- Original members renewed Sept: 10
- Total YC members: 799 (paid or outstanding)
- Total YFC members: 778 (paid or outstanding)
- Total Sept. member dues received: \$1,466
- Member dues outstanding: \$14,185
- General fund bank balance as of 08/31: \$9,129.09
- YTD fundraising revenue: \$2980.45
- Total YTD revenue: \$17,349.45
- Line of credit balance: \$4,600
- Total YTD expenses: \$5,876.92
- YTD net income surplus: \$11,248.56
- Due to YC from Farmers Market: \$4146.12

The Board asked Tom to make 2 changes in how the SOFA is reported: 1) The first column will show only the reportable month; 2) The second column will show YTD.

The amount of outstanding dues continues to be a concern. Tom will research automatic payments.

#### Gift of Gobble - Barbara

- Kellie has made Gordon's Grange available as an basket assembling and distribution site 11/23 and 11/24. She is donating one day and the YC will pay \$200 for the other full day use.
- Bill will donate use of his small freezer for temporary installation in the Grange on Saturday so frozen foods can be received.
- Food cost for 100 baskets = \$5,200; for 125 baskets = \$7,056
- Nomination forms will be available only in the store at the Gobble display.
- Tax deductions forms will be filled out by the donor, similar to what is done at Salvation Army.
- Barnaby will re-brief store staff on the privacy policy for both donors and recipients.

#### YC Marketing

- This will be a major point of discussion at the next Board meeting.
- Barnaby will send Heidi Smith headlines for her articles. Heidi will invoice the YFC \$50 per article.

- With our new logo, how do we take advantage of 30,000 cars a day passing the store?
- Jeevan will research an LED sign. Terry also knows a good sign maker.
- Tom has passed the website tasks to Jeevan. Irit Niv may assist Jeevan.
- Barnaby will talk with Andrea Levanti re: incorporating the new logo into the Gobble theater ad.

#### Compass 360 donor database – Jeevan

- Jeevan is working with Debbie on an automated process for entering member data through Keystroke.
- Getting all member data entered into Compass by the beginning of December is 1<sup>st</sup> priority. The Board has authorized 15 YC paid time hours to Karen to train a volunteer to enter data on the system.

#### General Funds request policy/procedure and form – Tom and Marilyn

The final version of the policy, procedure and form was presented for a Board vote. Motion was made and seconded to adopt with minor revisions to the form. Passed. Marilyn will make the changes.

#### Closed session

A closed session was held.

Motion to adjourn was made and seconded. Passed. Adjourned at 9:24 pm.

Submitted by Marilyn Reardon, secretary

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Bill Wyman, president

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Barbara Morando, vice president