

**YELM COOPERATIVE**  
May 19, 2016  
Meeting Minutes  
Rosemont Retirement Center

Next meeting is Thursday, June 16 @ 6:00 pm at Rosemont Retirement Center

**Directors present:** Bill Wyman, president; Tom Dewell, treasurer; Marilyn Reardon, secretary, Jeevan Anandasakaran, director; Heidi Smith, director; Terry Kaminski, director; Carl Zambuto, director; Debbie Lusk, director

**Program managers present:** Barnaby Rintz, YFC general manager; Suzanne Santos, YFM manager

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

**Open Session**

No guests present

**Meeting Minutes**

April meeting minutes were approved.

**YFC General Manager Report** – Barnaby

April YFC financials were reviewed.

- Total monthly sales = \$103,679 up 8.6%
- Average basket size = \$23.49 down 3.3%
- YTD total sales = \$386,474.00
- # of in store working members = 12
- # of out of store working members = 20
- Capital expense = \$3900 freezer with \$1500 covered by Nisqually Springs Farm
- Extraordinary maintenance cost = none
- Other extraordinary costs = none
- Retained earnings/(loss) = \$3285 (after patronage refund)
- YTD retained earnings/(loss) = \$4278
- Net margin = 1.75%

**Financials**

Store growth is up 8.8% over April, 2015, excluding wine sales growth, which has been very strong. Staff has resolved some of the financial inconsistencies with the profit and loss reporting, but there are still adjustments that need to be made. Tax payments did appear on the report for April. Barn did not verify that all of the figures are up to date, so there may still be surprises. The next steps will be to create a format of classification for the different line items on the financial statements, and to prepare for CoMetrics which is a shared financial data company that compiles data from numerous cooperatives and then establishes an industry standard from that data.

**Working Members**

There is no change from last month.

**Operations**

Participatory management practices have expanded to include more key employees in weekly manager meetings, and there are a lot of new policy issues that need to be addressed in order to solve some problems. Remerchandising the freezers now that there is a new freezer unit will be a major emphasis over the next 4-8 weeks. The upcoming UNFI food show gives the store an opportunity to expand frozen desserts and 'heat and eat' meals.

**Patronage refunds**

The refunds have gone well so far and staff are finding better ways to update the patronage refund store credits. Approximately 60% of the refunds disbursed to date have been given back by members as committed funds for store development. This \$1500 nearly covers the store's share of the cost for the new freezer.

## **Farmers Market Manager Report - Suzanne**

### Financials

The finance committee of the Board and Suzanne will look at opening day numbers to compare to the budget projections that Suzanne submitted at the meeting. The final budget will be submitted at the June Board meeting.

### Market

The market is opening May 22. June 19 will be the Season Kick Off. JW Foster and Joe DiPinto from the Yelm City Council will attend and speak briefly on the economic and health values of the Market. The NVN has already interviewed Suzanne and there is a front page article on the Market this edition. The NVN will also be present at the opening.

Each month has a theme. May is Giving Month – we give a 24-carrot salute, we give \$5 for 5, give away seeds first day, give kids PoP, Give the community a farmers market for another season, Vendors will “give” something in their own way for marketing etc. June is Fruit and Veggie Month; July is Fun and Family Month; August is Farmers Market Month; September is Heritage Month; October is Harvest Month

### Community building/funding

Lemay is donating trash and recycling at the market. There was no time for 360 training over this past month. Suzanne will attempt training and practice time in June.

The FMPP grant application has been submitted! Late summer is the community foundation grant application, and then Nisqually Tribe Charitable Fund application.

More information is needed from Victoria at the Chamber about tourism opportunities.

The Board should have a fundraising committee. We need to set up strategies for the Board to approach specific sources. Suzanne will approach other donor sources and a Board member will accompany her.

### Volunteers

Set up and take down crews are filled. The Market needs volunteers for the second shift of the information booth and the PoP booth. Carl will send Cassandra's contact information to Suzanne. Cassandra was a great volunteer last year. Debbie will talk with Suzanne about volunteering for the information booth. Because of changes in the fee schedule for the tasting booth, at this time there are no volunteers needed. Carl will lead on photographing for use on FB and Instagram.

The best contact has been Teri at Yelm HS for getting commitment festival days which need high staffing. Evergreen State now has our community organization profile. There has been no word from St. Martins yet – three potential professors. Suzanne updated the United Way profile and she will be going to their Volunteer Fair in Olympia May 25. There has been no return call from Mallerie.

There were 4 volunteer sign ups at the Home and Garden Show and about three from the newsletter. Suzanne is seeking to get word out with a special email to the expanded list of Co-op working members.

Volunteer orientations happened May 17 & 18.

### Operations

Signs are up as of 5/10. Suzanne bought 6 tables at half price in Canada. She is seeking a Tasting tent through a Chehalis contact. Otherwise, if needed, someone with a Costco account could get a tent if the Chehalis arrangement doesn't work.

Suzanne submitted the Thurston County Health Dept. Farmers Market Coordinator application and application for sampling out farmers' produce. Porta-potty service is set up. Tokens should be in by 20<sup>th</sup>. Car being outfitted 20<sup>th</sup>. Went through State of WA required FMNP training the 16th.

She is investigating when the FM business license expires. Insurance comes up for renewal on 6/5; there has been no response from her email to them. The liquor license is up to date until 2017. The nursery license expires in September.

#### Recruitment - vendors and business/ nonprofit booths

Suzanne is behind on recruiting business booth sign ups.

26 vendors are signed up to date, including 10 farmers. There are about 4 people in the farm/flower, processor categories on the fence because of business decisions they are reviewing. There are plenty of artisans - there is now a waiting list. A pre-market vendor meeting was held on Thursday, May 5, 6-8 pm at Nisqually Springs Farm. Thirty attended.

A list of vendor attendance expected through June was reviewed, as well as a site map.

#### Outreach/Communications

On May 13 invitations to opening ceremonies at the Market were sent out to City Council members, the Chamber of Commerce and area media.

This week Suzanne was the featured speaker at the Rotary Club. She talked about the PoP and the Market activities.

On June 12 she will be speaking with 25 agriculture teachers from across the state on "What is the state of farmers in Thurston County?" (based from FMPP grant research).

On May 20 she will attend STEDI for their 8 am round-about breakfast in Yelm. Board members who want to attend should contact Suzanne.

PoP ¼ flyers are being distributed in place of bookmarks to targeted Yelm elementary schools. She doesn't want to over encourage participation that our available funds can't meet.

Farmers Market ¼ page flyers are ready to use at the Co-op, the Chamber, in the Olympia Visitor's Center and with other partners in Yelm that will display them.

Suzanne is ready to do a Facebook blast for Opening for May 17-22 up to noon on Sunday.

She found a military blog/support website and will investigate further.

She is signing up an Ankle and Foot Specialist for the August Health Fair.

#### Policy

On May 24 Suzanne will meet with city planning staff, Terry, Victoria and perhaps someone else from the City.

#### Yelm Cooperative

##### **Treasurer Reports – Tom**

#### Reports

Tom has produced a number of additional reports for the Board so there is a fuller perspective on the financial health of the organization. These are sent and reviewed before each meeting:

- YC General Fund P&L month by month
- Full organization YTD P&L month by month comparison
- Statement of Functional Expenses
- YC 2016 SOA
- YC Membership report
- YC Budget YTD
- Committed vs. Planned expenses YTD

#### April SOA (Summary of Activities)

- Month net revenue: \$790.10
- YTD net revenue: \$5604.72
- General fund bank balance as of 04/31: \$10,441
- Line of credit authorized total: \$50,000

- Line of credit owed: \$15,358.96
- Line of credit available: \$34,398.58
- YTD donation revenue: \$500
- March expenses: \$170.42
- Total YTD expenses: \$1252.36

#### Membership

- Total members paid: 35
- Total # of memberships due this month: 81
- New members: 12
- Original members renewed: 4
- YC members renewed: 19
- Refunded: 0
- Fully paid: 19
- Total YC voting members: 453
- Total YFC members: 808
- Total inactive/late: 492
- Member payments received in the month: \$850.00
- Potential due this month if paid in full: \$1320.00
- YTD total collected: \$ 6,845.00

The finance committee will meet to discuss how cash on hand vs debt owed can be brought into a positive cash position.

Barnaby noted that patronage refunds need to be moved to restricted funds. Tom will fix that.

Brad Brim has again donated \$500 to the YC general fund. His company will provide matching funds but they have a new procedure. The company uses Benevity.com to review non profits who receive funds. Tom will ensure Benevity gets our information. Brad has received a thank you letter and receipt.

Through the Secretary of State's office, WA State has an "approved giving site" for their employees to contribute to non profits. Marilyn will get the YC on the list.

#### **Old Business**

##### Compass – Jeevan

The web based portal has some broken links that Jeevan will fix. Products and inventory are still updating fine.

##### Efficiency procedures

A document went out to Board members identifying a series of procedures to make our meetings more efficient. A vote on approving these procedures is tabled until next month.

##### Beer & Brat Fest - Heidi

Organization of the event is going well. Set up and tear down crew is confirmed. The city permit will be applied for in June.

Heidi will schedule a meeting of volunteers within the next 2 weeks. There needs to be a membership table at the event.

#### **Committee Reports**

##### Membership committee - Marilyn

The committee sent out a set of recommendations to the Board. There was a motion to approve. It was seconded and passed. The committee will now move forward with a timeline, specific actions and budget requirements for the recommended actions.

##### Mission committee

Nothing to report.

## **New Business**

### Selection of new vice president

Motion was made and seconded that Diane D'Acuti be selected for the vice president position on the Board. Passed.

### New WM for graphics

Tara Buel is a graphics professional who is interested in becoming a WM. Marilyn gave the Board information on Tara and will put Tara in contact with Tom to assist with build out and link repair of the YC website.

Motion to adjourn was made and passed. Adjourned at 6:53 pm.

Submitted by Marilyn Reardon, secretary

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Bill Wyman, president

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Diane D'Acuti, vice president