

Co-op General Member Meeting December 20, 2010

In Attendance:

Board Members: Kate Meinig, Valerie Coulter (Staff), Leslie Guerri (Chair), Jessica Glebke, Emily Lincoln, Terri Roberts, Jack Rowan

Members: Michael Dean, Michele Disney, Denise Alexander

MINUTES

1. Welcome – Leslie Guerri (Chair) started/facilitated the meeting, Terri Roberts (Board Member) offered to take minutes and Michele Disney was acknowledged/welcome as new member and meeting attendee.

2. Additions to the agenda -

- Winter Retreat for Board Members
- Creation of Board Contact List
- Need of Board Email Protocol

3. Announcements -

- Grand Opening Volunteers
- Need to set a Grand Opening Date
- Leslie G. is Pregnant!! - and how will this effect Board service?

4. Action items -

- October, Nov minute meeting approval
- Financials will now be kept in a binder at the member area of store

5. Open floor for members (15min) -

- Need to followup with "thank you" notes to Annual Meeting auction donation contributors
- Date of move to permanent space?
- Michael Dean expressed concerns regarding energy costs with open cooler and lights
- Michael Dean expressed concerns with transaction costs of membership checks not deposited timely and cost of card transactions
- Leslie G. thanked everyone for the success of the annual meeting in November

6. Board of Directors/Discussion Items Leslie G.

- Welcome new board members: Newly elected...Emily Lincoln, Ben Weiss, Kate Meinig, Terri Roberts
- Contact List passed around for Board Members to update
- ACTION ITEM FOR JANUARY MEETING:** Board officers needed – need to nominate and elect officers. **Leslie asked that Board Members be prepared for this at next meeting.

Board Officers for election:

- Chair and/or Co-Chair
- Secretary
- Treasurer

- Finance team is put together and will meet in January for Budget planning 2011
- Discussed need for other committees to form and/or regroup:

- Marketing/Fundraising
- Member manual committee
- Product committee

- Product committee discussion includes need for members to be required to include brand, quality, sustainability and other relevant information when completing product request form

- ACCEPTANCE OF BUILDING LEASE AGREEMENT;** Jack Rowan discussed LEASE AGREEMENT WITH NMDCDC that the Co-op lease jumps from \$525 to \$2315 in Feb. 2011 and the need to recruit members and amp up sales to approximately \$65,000/month to accommodate the increase of \$6/sq ft. The next scheduled lease agreement increase is \$6.10/sq ft in May of 2012; JESSICA GLEBKE MOVES TO ACCEPT LEASE AGREEMENT AND JACK ROWAN SECONDS, FOLLOWED BY UNANIMOUS VOTE TO ACCEPT; Also discussed using loan program funding to pay lease.

- Discussed need to obtain copy of revised bylaws from Jack and Bob Oaks; Jack added that all copies of Bylaws should be deleted from individual files.

- Discussed need to rotate facilitation each monthly meeting
- Leslie asked that Board Members think about a location for a February retreat
- Discussed need for Board Members to be available to work as coordinators when staff has time off
- Is Keegan still taking minutes? If not we need Keegan's feedback on proper minute taking and find a member who is willing to commit to this task each month for member hours requirement.
- Discussion of need for advertising in budget. Suggestions included Montana Radio Co., press releases and Independent Story
- Draft Member Manual Discussion set for January

7.Reports -

Coordinator (10 minutes) Kate K/Valerie – discussed Holiday Hours and need for consistency from year to year. Member hours need to be updated everywhere we post them. Kate and Val will both be gone Feb. 19 (Saturday); coordinators are organizing cleaning crew shifts

Financials (10 minutes) Committee Chair/Terri – discussed need to market member loan; funds are dwindling from expansion costs. Discussed the costs so far of expansion; Terri will email interested Board Members regarding meeting for the 2011 Budget

Attendance Committee (3-5 minutes) Committee Chair - no report

Proposal for manual at Jan meeting

Product Committee 3-5 minutes) Amy C. - no report

Building and Ad Hoc Capital Budget Jack Rowan – discussed refrigeration units; Jack's holiday vacation, data line transfer, difficulties of moving fixed equipment, check out stands will be finished first week of January.

Discussion of Patterson Construction's need for NMCDC to sign off on Substantial Completion on Dec. 31, 2010
Updates on building, temporary space, member loans

Email protocol discussed via email after December 2010 meeting:

1. Have a clear subject (keep unchanged throughout the dialog).
2. Clearly state if you need every board member to comment.
3. Clearly state a response by date if the issue is time sensitive.
4. Be consistent when responding with reply all.

Next Member Meeting: Jan 17, 2011 6:00 pm Location: ZACC

Minutes from the previous meeting will be posted at <http://missoulacommunitycoop.ning.com/page/meeting-minutes>.