

## Member Meeting Agenda

Monday, January 11th, 2010

Meeting 6:30-8:30

Location: Montana Natural History Center, 120 Hickory St.

Facilitator: LaNette

### 1. Announcements

#### a. Child-friendly shopping cart

Members with young children are interested in having a child-friendly shopping cart. Member has researched this and both carts combined will cost \$300. We'll put jar at register and we'll wait to make the purchase till we can collect enough.

#### b. Product policy announcement

1. Product committee has put together a product policy for member review. It is open for review until Feb 2010.

- board business meeting discuss product committee structure. Board of directors can't establish committees. Put more information on how committees form and who can be on a committee **ADD TO MEMBER MANUAL.**

- Check on MCFC website for a link to product policy (will be up soon)

#### c. MCFC Bylaws Update

1. Updating MCFC bylaws to reflect the changes that have occurred at the co-op. They will be up for review once finished (probably ready by March 1st.) Member review of these is encouraged. Eventually a member in-store vote will take place to ratify the new bylaws.

### 2. Financials

#### a. monthly report

-Sales goal per month \$25,000

-Actually making between \$19,000 and \$21,000

-December – we've been making \$700 per day, need to be making \$1200 - \$1300

-Emphasize members can help spending \$100 - \$125 per month

-What would \$25,000 mean – purchase new equipment, increase store space

members need to make an effort to shop at the co-op. This is what keeps the co-op running. Once more members start shopping regularly we can start to save the money to purchase new/used equipment to replace old equipment.

- Non-member guests can start using 3 punch cart to try out co-op before joining

- SPECIAL ORDERS – easy way to increase our sales. Orders are placed every

week!

#### b. Carrot graph – Jessica G and Terri

The carrot will be a visual element to inform members and depict money taken in, in comparison to the money we need to bring in to be in the black. We need a new cooler and once we start to get more members shopping we'll be able to purchase one. In theory we have 700 members but there are only 200+ working members.

### 3. General Coordinator report (Kate)

- Shifts are going well. Online shift swap seems to be working.

-In the future conversations will be started on how shifts are working, who gets credit for shifts, etc.

- Need to modify communication and training systems that are more effective for everyone.

Ideally, in the future, we'd have a shift leader that would help.

- All members need to work together to make sure that everything is being stocked. Feel free to ask working stockers to check product availability

#### 4. Committee report

- None

#### 5. Agenda submission process (20 minutes with questions/ raise of hands vote)

1. Start by coming to a general meeting

2. Suggest issue

3. 15 mins will be provided at each member meeting for members to submit issues

4. If issue will take less than 5 mins to discuss. Member welcome to present issue during open forum.

- if the issue will take more than 5 mins to discuss – fill out MCFC Monthly Member Meeting Agenda Item Submission Form

- Submission form and document on how to fill out submission form are available at monthly member meetings and at co-op

- depending on the issue, there may be several meetings about the item before it can be voted on

**- All meetings/committees are open to members**

**-All policy items are proposed by the members to the board. The board will ultimately decide whether to adopt it or not. All of these types of issues will be presented at Member meetings. – ADD TO BYLAWS**

-Co-chairs, secretary and treasurer slots need to exist on a board

-have president and treasurer sign when financial decisions are made – refer to current bylaws

-Vote on adopting monthly member agenda item submission form –Vote passes unanimously

#### 6. Open floor for members to present issues

a. Can non-working members pay more to shop at co-op ? Answer – that is not in agreement with our structure as a working member co-op

#### 7. Building update from Jack (30 minutes with questions)

a. Proposed basic breakdown of space. Northwest corner of building for Co-op Long Term expansion, Northeast corner potentially leasable space. Southwest corner for Café and Community Kitchen. Southeast corner – | Kitchen storage, prep and offices.

b. Members can't help with construction because initial work (paid for by appropriations) needs to be bid out. After initial work is done, members will be welcome to help with the work.

c. \$950,000 appropriations money will go toward professional fees and address structural fitness of building i.e. roof, skin of building, paving parking lot. 85 year old building. Structure is post and beam and is very sound.

d. Also got \$10,000 grant from Sample foundation for handicap accessibility

e. Leasable space will be hopefully used for income generation, possibly for weekly grower's market in summer months.

f. Existing co-op retail space – 550 sq. feet. After remodel, hopefully have 1650 sq feet retail space.

g. Will make Northwest corner as new entrance. Chosen because the primary parking | area will be on the north side of building.

#### 8. Future co-op floor plan committee

a. determine skills needed  
– chair, architect/designer, retail lead, mechanical lead, electrical lead,  
plumbing lead

b. Timeline  
- letters of interest by 6 pm, Jan 22nd , first meeting the week of Jan  
25<sup>th</sup> to be sent to co-op or dropped off at co-op  
-Initial meeting with architects (MMW) and NMCDC week of February  
1st -Final (proposed) floor plan done by Feb 12<sup>th</sup>  
-Allow members who are on committee to use committee work to cover  
store hours.  
-FTOPS will hopefully cover committee member store shifts.  
-propose 3 meetings in Feb, 4 meetings in March.

c. Transition plan and team  
-possible to submit letter of interest for transition team as well, will come  
into effect mid-February  
-currently have 2 walkin coolers, lumber, shelving. Need storage space  
for 400 sq. feet of stuff for May, June, July, August  
- plan interim retail space: must meet health codes and in place by late  
April  
1. probably in lower bay of co-op warehouse, needs to have working kitchen  
- temporary closure: likely for 2 weeks in late May/ early June  
- move operations: LOTS of opportunities for FTOP

**Next Member Meeting:** Monday, February 15th, 2010 6:30 pm

**Location:** Montana Natural History Center, 120 Hickory St. just south of McCormick Park