

## Member Meeting Minutes

May 17, 2010

Time: 6pm to 8pm

Location: ZACC, 235 North 1<sup>st</sup> Street

Board members in attendance: Leslie Guerri, Teri Roberts, Jessica Glebke, Kate Keller, Ben Weiss, Jack Rowan

Board members absent: Jessie Sherburne (excused), Jonas, LaNette Diaz

Members in attendance: 6

### I. Welcome and announcements

Laura Pickett gave a brief overview of the I-164 ballot initiative for the fall ballot and encourages members to sign the initiative.

### II. April meeting minutes approved by the Board.

Discussion: The Board made a decision for Kate K. to bring one agenda and one set of meeting minutes to each Member Meeting.

### III. Nomination of Ben Weiss to take Lanette D.'s place on the MCFC Board. Jessica G. moved to approve. Leslie G. seconded. Unanimous.

### IV. Open floor for members

Discussion:

- The new hours have been successful. Members suggested to advertise the new hours more.
- The current cash register is a rental, as the MCFC register is still being fixed.
- Member Hermina Herald from NMCDC gave an overview of the renovations to Burns Street Square. The bidding process for construction closes at the end of May and the first phase of construction is to start June 4, 2010.

V. Teri R. provided an overview of MCFC financials.

Highlights:

- MCFC is getting closer to meeting monthly revenue goals of \$26,000.
- Weekend sales have decreased as Farmers Markets have begun.
- MCFC has a small buffer in place for paying off MCFC's line of credit and for any equipment malfunctions.

VI. Kate K. and Teri R. provided a coordinator report.

Highlights:

- Kate K. has begun to contact shift leaders to more effectively communicate policies, procedures and changes at the MCFC. This will ultimately ensure shift obligations are being met and information is passed through efficiently.
- Gaps between member orientation and scheduling shifts are being addressed.
- Tabling at Local Fest was a success in outreaching to the community.
- MCFC will begin tabling at the Clark Fork Market by Memorial Day weekend.
- MCFC rent was raised by \$75 in May.

VII. Jessica G. from the PR Committee reported that instead of tabling at the Clark Fork Market that the PR Committee suggests members pass out information about MCFC. This will make more of an outreach impact and relieve members tabling of having to be able to answer inquiries.

Ben W. created a PSA for KBGA and will be announced at least once a week by DJs. KBGA is open to trade MCFC for ad space.

Jessica G. is keeping the social networking sites up to date with photos and other posts. The Board approved Jessica G. purchasing Facebook advertising with a \$100 per month budget.

- VIII. April 18, 2010 strategic planning update: The Board is still finalizing the strategic plan by creating an operational plan and will ask for member feedback before the next member meeting.
- IX. Leslie G. provided an overview of a Point of Sale (POS) system for the MCFC. This system will help efficiency, inventory, and member tracking. Equipment has been obtained and testing of the equipment with the software will begin soon. This system will not need to interface with the MCFC member database.
- X. Leslie G. reported that the Attendance Policy Committee is currently discussing FTOP and shift leader issues.
- XI. MCFC currently needs to establish an ad-hoc Product Policy Guidelines Committee to inform product purchasing guidelines.

Discussion:

- Kate K. suggested that the Product Policy Guidelines be simplified to base guidelines. These guidelines will help review current product purchases and future purchases, as well as provide guidelines for members to petition products.
  - Member Amy Casamassa has volunteered to work on this policy.
  - Leslie G. suggested that this Committee has an application process to ensure diversity of the committee members and educate the history of policy discussions at MCFC in order to revise the current policy.
  - A suggestion was made to have “preferred” products.
- XII. Holiday closure calendar: A policy needs to be in place to clarify which holidays MCFC is closed and a policy for member shifts that fall on a holiday.

Discussion:

- At the last member meeting tentative holiday closures calendar was discussed but tabled due to time limits. Days discussed for closure:

New Year's Day, Easter, Memorial Day, Fourth of July, Labor Day,  
Thanksgiving, Christmas Day

- A suggestion was made to give members extra shift credit as an incentive to work holidays.
- It was decided to close on New Year's Day, Memorial Day, Labor Day, Thanksgiving, and Christmas Day. MCFC will stay open on Easter and Fourth of July and not give extra shift credit to members for working holidays. It was also decided to close early on Christmas Eve.

XIII. Jack R. gave an update on the MCFC renovations and expansion.

Highlights:

- In September the MCFC will have to temporarily move to the lower bay of the building and then in November move into the complete space.
- MCFC will be tripling the amount of current space.
- Glacier Ice Rink will allow MCFC to store items in their space over the summer in order to clear space for renovation.
- Missoula Food Bank has contacted MCFC about a freezer donation.

XIV. MCFC is actively looking for New Board Members, as Jessie S. is leaving the Board and Executive Committee.

Discussion:

- Board nominations will occur in October.
- MCFC currently needs to recruit members to help the Finance Committee with budgeting. Leslie G. suggested looking into Missoula Aging Services to help with this recruitment. Teri R. suggested getting a group of members to study the financials for a few months and then establish a budget.

XV. MCFC By Laws need to be reviewed within the next couple of months.