

Missoula Community Food Co-operative Meeting Minutes: April 18, 2011

Members present: Amy Weiss, Ann Little, Becca Titus, Stacy Krahn, Jess Glebke (co-chair), Ben Weiss (co-chair), Emily Lincoln (director), Jack Rowan (director), Kate Meinig-Smith (director), Terri Roberts (director), Kate Keller (coordinator), and Cass Hemphill (recorder). Hollie Greenwood, a local dietitian, joined us as a guest.

1. Welcome

Ben began the meeting at 6:08 pm and asked everyone to quickly introduce themselves.

2. Additions to the Agenda: Presentation by Guest.

Hollie Greenwood, a local dietitian, showed us a guide to local foods that she and her staff at Real Cooking have created. The guide includes eight local stores, including stores as far north as Polson and down into the Bitterroot. The guide will be published next month and updated every 6-12 months. Copies will be distributed through local health-care providers; for instance, as new patient information. A current version will be posted on her website, www.realcooking.net. She asked if MCFC would be interested in placing an advertisement in the brochure. She quoted \$300 for a 5x7 ad.

3. Announcements.

No announcements.

4. Open floor for members.

Cass asked about the status of the website. Emily will send Cass a link to the intranet she's been developing.

Kate K. asked about the child care policy. The membership discussed the challenges of providing child care, including liability and certification issues.

Stacy asked about the job duties for the member desk, and we talked about how to encourage guests and other visitors to join the Co-op.

Ben mentioned the Co-op was included in a St. Patrick's healthy eating promotion being held this week at the hospital. The members discussed this and similar opportunities for the Co-op.

Emily and Kate M-S reported on participating in Missoula Earth Day fair. MCFC had a table from 12-4:30. Emily and Kate passed out handbills and had merchandise for sale (koozies).

Terri mentioned the need to emphasize the "participatory" nature of this Co-op: that we're co-owners and co-workers.

Terri also discussed the upcoming NewWest Festival (<http://www.newwest.net/festival/>) on May 6, and the opportunity to be engage in a roundtable discussion on the food economy.

5. Board of Directors (BOD) Action Items

March Meeting Minutes Approval – The minutes from March meeting were approved by acclamation.

Member Manual Approval – A new shared household benefits/work share discussion has been added, as well as the child care policy. The language regarding every adult in the household being a member were modified to emphasize the benefits. A glossary was completed. **[Action Item: The Board will finalize the Member Manual and approve it next week.]**

Product Selection Guidelines – The membership agreed by acclamation to approve the product guidelines.

Membership Committee Approval – The Board recommended we change the name of the “Attendance Committee” to “Membership Committee.” The Committee has created the member manual; they will be responsible for initial distribution of the member manual. They will also create and maintain job descriptions for the membership desk, including membership forms, and developing systems for orientation and training in connection with the member desk. Other jobs may be added later.

Design Team Approval – The Design Team will implement the marketing committee’s directions, including signage, flyers, ads, posters, websites, and brand development. The team is expected to consist of 3-4 graphic designers and photographers. The Marketing Committee and Kate K. will write the job descriptions and post the work-shift opportunities.

Report to Membership regarding BOD Retreat – Jess will prepare a report that will be sent to the membership about the discussions and decisions made by the Board at their retreat.

Alcohol Sales Update – Terri has completed some initial research and compiled a list of questions that need to be answered. The Board will develop answers that will direct the recommendation for possible alcohol sales.

Illustrations in Children’s Area – The members agreed we’d like to take advantage of Martha’s offer of painting original illustrations on the Co-op, but we’re not yet sure where the best/most visible place is for them.

6. Reports

A. Coordinator

The Coordinators have been working on (a) starting to draft materials for the member info desk; (b) coordinating with Steve Guerrari on inventory and the POS system; (c) researching additional

sources for frozen meat, including bison and chicken; (d) expanding other sections, like the bulk foods. They're also be revamping the stocking and cashiering manuals.

Terri asked about how we're doing on filling shifts. Kate said we're doing well, and the gaps are with double-stocker shifts (shifts for which we really need two stockers but only have one stocker).

Regarding the new POS system, the Board felt that the new line in front will be so much more efficient that we can put the second station in back (for training). Of course, when we can afford to buy a third system, we'll add the second line in front. Stacy mentioned he had several computers to donate.

B. Financials.

Terri said that our rebate from UNFI was nearly double previous month's rebates! For now, the rebate funds will go toward equipment; eventually, we may be able to apply it toward the 2% surcharge for credit/debit cards.

The board approved a budget at their retreat. Our actual sales for March exceeded the budgeted sales amount, which is great! Our budget assumes a 5% sales increase each month through the end of the fiscal year (September).

Kudos to Kate for all the great new products we've added!

The members discussed the possibility of extending our hours, such as adding Mondays. We also talked about clarifying the duties of the Marketing Committee and where such tasks as external and internal communications, education, outreach, and training belong, in the long term (these are all being done by the Marketing Committee, right now).

The meeting ended just after 8:08 pm by general agreement.