

Missoula Community Food Co-operative Meeting Minutes: January 24, 2011

***Members present:** Kate Keller (facilitator), Emily Lincoln (director), Kate Meinig-Smith (director), Merrill Bradshaw, Becca Titus, Val Coulter, Leslie Guerrari (director), Ben Weiss (director), Ben Kinder, Erin Schneider, Jess Glebke (director), Mike McCarthy, Anne and Pat Little, Terri Roberts (director), Jack Rowan (director), Cass Hemphill (recorder).*

1. Welcome

Kate began the meeting at 6:02 pm. After introducing ourselves, the minutes from the October, November, and December meetings were circulated for review.

2. Additions to the Agenda. Assign recorder.

Cass Hemphill has volunteered to be the meeting recorder. Per the agenda Kate provided, “This job entails attending all general member meetings, recording minutes, sending them to the Board, posting them on NING, and making any corrections within one week of the meeting. This position counts as one regular work shift.”

3. Announcements.

The **Grand Opening** committee – Kate, Emily, Jess, Ben – reported on their first meeting. They have tentatively identified Saturday, March 5, as the date, pending completion of construction in the lower space (where the festivities will be held). The party will begin at 1:00 pm with a ribbon cutting. Bob Oaks and Max Baucus have been invited to be our ribbon-cutters. The group is looking at a variety of activities, including various bands and having a food vendor after the store closes at 5:30.

4. Action Items. Meeting minutes approval.

The minutes from October, November, and December were circulated but still require approval [**Action item for February meeting: approve Oct, Nov, Dec minutes**].

5. Open floor for members.

Ben K. asked about a dedicated area for **point-of-sale (POS) testing**. The new check-out counters will have two stations; POS testing could be done at the second station, which will not be opened in the near future. The Testing Committee meets on Wednesday.

Mike suggested starting a **vermiculture bin for our compost** (i.e., waste produce), which we could then keep on-site to feed our future landscaping. Kate K. will ask Gina, our sanitarian, to determine whether health department regulations would allow this. Mike estimates needing about 4 square feet for the vermiculture bin plus a container for waste produce prior to adding it to the bin. A potential location on the loading dock was identified. Further discussion was tabled until Gina can advise us regarding health department regs.

Anne Little described three **cartoon veggie drawings** designed by her sister, which could be painted on our walls as decoration, especially in the kids areas. The designs of veggies with faces

include a carrot with a grocery cart containing a Sun; a turnip looking at worms; and an apple pulling a wagon containing buckets of water. Anne said her sister would provide her own paint and has offered to complete the work at no cost to the Co-op. Anne will leave copies of the designs at the store for members to look at. Further discussion was tabled until next the meeting.

Pat Little asked if we could **post a copy of the revised bylaws**, which were approved at November meeting. The members discussed where and how official docs – like the bylaws and minutes – are published. The group agreed the documents should be online, and this is something the secretary could oversee.

6. Board of Directors (BOD)/discussion items

Board retreat –a day-long retreat will be held for the Board members. The retreat may be held after the Grand Opening; Leslie will pursue dates, locations (including Symes), and costs.

Standing committees –The current committees and their members are:

- Executive Committee – Chair(s), Secretary, Treasurer
- Finance Committee – Jack, Emily, Terri, Kate M.
- Membership/Attendance Committee – Kate K., Val, Leslie, Denise Alexander
- Product Committee – Amy, [REDACTED] ??
- Marketing and Outreach – Ben W., Jess, Emily, Terri
- Point-of-Sale – Ben K., [REDACTED] ?

Terri pointed out the committees are primarily made up of board members, and that it would be better if general members were more involved in the committees.

Terri reminded us that committee members do not have to be on the Board; in fact, better if not.

[Action item for February meeting: Does committee membership count toward hours?]

Meeting dates – The usual third Monday conflicts with several federal holidays. Jess made a motion to move all meetings to the fourth Monday of the month whenever the third Monday is a federal holiday. Ben W. seconded the motion, and the motion was passed by acclaim.

Meeting location – We are paid up at ZACC through March. Jack asked about moving the meetings to the Co-op after March. Discussion was tabled until the next meeting.

Officers – Positions to be filled by elected board members are: Chair/Co-Chairs, Secretary and Treasurer. The role descriptions are as follows:

- Chair: sets agenda (in consultation with Kate), facilitates completion of tasks, identifies action items, signs annual report, oversees meetings of and reporting-out by committees, provides “face” of Co-op (especially with other organizations). The Chair is also the Co-op’s official “agent.”

- Secretary: official record-keeper. Facilitates the taking of minutes, their review and approval, and their posting. Submits annual report to the state. Conducts all official correspondence. Provides official documents to members.
- Treasurer: oversees financial statements, financial reporting (e.g., payroll, taxes), and budgeting.

After discussion, Cass nominated Jess and Ben W. as Co-Chairs; Jack as Treasurer; and Leslie as Secretary. Jack seconded the motion, and the motion was passed by acclaim.

7. Reports

Coordinator

Inventory – Kate K. updated us on developing an inventory system. She said we're trying to get local products into categories so they can be entered in the POS system to both more quickly reflect price changes and to streamline ordering.

Financials. 2011 budget.

Terri discussed our financial health. We don't have any savings, but the expansion is mostly paid off. Remaining expenditures include shelving and the cashiers' counter.

Jack and Terri are putting together a formal budget for 2011 and are close to done.

Requests for donations – Terri has a draft policy for requests for donations. Most requests are for food, but we get other requests as well. Terri mentioned we do get tax benefits from supporting 501(3)(c) organizations. The members discussed providing staff with specific authorities (how much, who, what conditions) to simplify the process.

Increase sales – We urgently need to increase sales. Our former goal was \$1,300/day in sales. Our new goal – just to meet expenses – is \$1,700/day. The new goal reflects additional costs due to the expansion (e.g., staff, rent). Our rent goes up on February 1. In December, we had a loss of \$4,000, however, we had some extra income last month from the NMCDC tenant accommodation fund. We also made a profit off the annual meeting in November, and the bake sale. We paid off some of our line of credit by cashing in savings. Terri reported that January is a big tax-expenditure month; upcoming expenses include payroll preparation and tax preparation.

The members discussed various ways to increase sales, how to change perceptions of the Co-op, and how to make the Co-op the first place to shop, rather than an occasional place to shop.

Attendance Committee. Member manual introduction and discussion.

Member Staffing/Shift Openings – Val mentioned we're developing new job descriptions for produce, cleaning, membership desk, recycling, compost, and back-end office shifts. Val said the job description for the cleaning crew is done.

To staff the expanded store hours, we added – and need to fill! – 4 cashier shifts and 26 stocking shifts. Val is also working on improving the FTOP (future time off program) tracking. She

trained two people for the cleaning crew today, and will train another on Thursday. We will need more cleaning crew. The recycling and compost jobs are filled.

Val mentioned we probably need to overhaul the member orientation, especially to focus on attendance. Orientations are given by Caroline and Maxine, who alternate. We discussed the possibility of having orientations more often, perhaps holding them at the Co-op, and adding or changing the time and/or day to better accommodate members' schedules.

Member Manual – Ben W. facilitated a spirited discussion of the draft Member Manual. Some easy fixes were identified, such as deleting the hours of operation (which are subject to change). **[Action Item: Correct hours of operation on website.]** Cass offered to put on her technical editor hat and review the manual for inconsistencies, etc.

Most of the rest of the discussion centered on the membership requirements listed on page 9. Merrill brought to our attention the language that “each member of the household is *required* to have a membership.” The members then discussed who, in a household, *needs* (vs. *is encouraged*) to be a member, who should complete the work hours, how many hours folks should be required to contribute, etc. Much of the discussion centered on whether the Park Slope model that we follow can encompass the range of individual situations we have in Missoula.

Due to time constraints, no resolutions were reached, and discussion of the remainder of the manual was postponed until next month.

Product Committee

Kate M. has created a product survey to obtain information from members regarding what we stock and what we should add.

Kate K. mentioned that we sometime get a reduced price the first time we purchase new items from established vendors. The deductions are one-time. The difference between our standard price and the savings are banked.

Kate K. reminded us that we “need stuff that sells like crazy, instead of kind-of.”

Kate K. also reported that it's too early to see changes in shrinkage/spoilage after moving into our new space and expanding our inventory.

Building and Ad Hoc Capital Budget. Updates on building, temporary space, member loans.

Jack needs carpenters!

Lease – The new lease with NMCDC begins Feb. 1 Jack said we'd discussed terms but does not have a document yet. He'll e-mail the lease when he receives it so everyone can read and respond.

Loan program – We've met only about half our goal with the loan program.. Until we generate more funds through the program, some expenditures are on hold, including the POS system, building signs, landscaping, and bicycle lock-ups. The Marketing Committee will work on getting loan program goals met. Ben will get in touch with Trail 103.3 radio regarding advertising.

The meeting ended just after 9 pm by general agreement.