

**Missoula Community Food Co-op
Member Meeting Minutes: July 18, 2011**

Members present: Jess Glebke (co-chair), Ben Weiss (co-chair), Jack Rowan (director), Kate Meinig Smith (director), Terri Roberts (director), Emily Lincoln (director), Bob Oaks (member), Ben Kinder, Denise Alexander (member).

Not Present: Kate Keller (coordinator), Val Coulter (coordinator).

1. Welcome, Introductions

Began the meeting at 6:20 with the distribution of the balance Sheet as of June 30, 2011 by Terri.

2. Additions to the Agenda

Jessica: Internet items/access; Ben W: facilities report.

3. Announcements

September 2 update: Per Terri, the bands, location and budget are set and we're moving forward. More to come in the Marketing Committee report toward the end of the meeting.

4. Open Floor for Members

Jessica: We need more visible suggestion boxes in the store to encourage member feedback, similar to the Women's club message boards. Original suggestion is posted with response underneath as an effective means of open communication. This could be managed by executive committee, as opposed to store coordinators.

Ben K: Food not Bombs offers food near they courthouse and is experiencing a food shortage. Currently we give weekly to the Poverello, Terri suggested that Food not Bombs could pick up the box. Ben K. will coordinate with Kate Keller.

5. BOD Discussion Items

Quarterly Financial Report (Terri)

- A review of sales from January to June 2011 shows that March was a near record month with almost \$40,000. While April and May were also good, June showed a small setback. There is discussion about whether this is cyclical and possibly due to the Farmer's Markets.
- Shrinkage and spoilage has increased not inline with revenue sales, which suggests we may need to dial in our policy. No data was available for April. Coordinators to stress to stockers the importance of keeping spoilage/shrinkage records. More effective organization in ordering may also help decrease these numbers. Are we overtaxing the coordinators with the ordering and how can we alleviate this pressure? This and other issues are going to be reviewed by the new personnel committee.
- We have more expenses than we have revenue. Should we consider more small fundraisers to compensate for short/slow months and other unexpected budget items? Terri suggests we have some savings in the member savings account, which is helping us with our budget. The member loan pool is under \$10,000 and we will probably be tapping into that through July, so it is advisable for us to start paying this back.
- Terri encourages everyone to review the report with their priorities in mind and get back to her.
- There is discussion about ways to promote the fact that the Co-op has fresh produce all week long, "Fresh, local produce all week."
- Our budget reflects that we underestimated credit card fees and suggests we may want to encourage people to use debit cards when possible as the fee is slightly smaller than credit cards fees.

Alcohol Questions & Answers

The following questions were reviewed since May's member meeting:

1. Would we sell only local beer & wine and only beer in cans? Ben/Emily
 - Sell within a 300 mile radius + Montana to keep it local. Bob suggested that micro brews, which are largely local, are more expensive and suggests we could sell a regional, inexpensive canned beer.
 - Cans and bottles
2. Would we sell only domestic beer & wine? Ben/Emily
 - Yes, and Canada
3. What would be the criteria for selecting the beer and wine we will sell Sustainable? Organic? Ben/Emily
 - see the product policy, of which price is a criterion.
4. Would we sell liquor in addition to beer and wine? Ben/Emily
 - not right now.
5. Would we sell beer and/or wine in bulk? Ben/Emily
 - not now, research for future
6. What would be the space requirements? Shelf space? Back stock? Ben/Emily
 - carry similar amounts of beer as we do soda
7. Would we keep white wine and beer in the open coolers? Or would we only sell at room temp? Ben/Emily
 - possible one small cooler similar to the current beverage cooler, but mostly room temperature or in the cooler. Jack mentions that near the freezers we have power to accommodate the energy need.
8. What would our price mark-up be? Should we compare with other options in the area? Jessica/Kate K/Jack
 - 25%
 - No. We won't necessarily be paying a lot less, it is more a matter of convenience.
9. How will we keep track of inventory? Jessica/Kate K/Jack
 - distributors may keep track of inventory and stock accordingly.
10. What will be the cost of distribution? Who will order it? Jessica/Kate K/Jack
 - distributor will inventory and stock accordingly.
11. What is the competition in the area? What is the related crime? Jessica/Kate K/Jack
 - there is discussion of the crime at the Zip Trip and the gas station. There should be some review of police records to determine if this is largely a phenomenon of convenience stores that may not apply to the Co-op. Changes in housing in the area has decreased some of the vandalism that previously occurred in our neighborhood, which is also now under more video surveillance. Crime at the Co-op has, to date, been minimal.
12. Will there be drinking on the premises? Jessica/Kate K/Jack
 - No, as we will not be licensed for this. There is discussion of the legality of whether or not people can buy alcohol at the Co-op to use at the bistro. It is agreed that this is a responsibility of the Bistro.
13. Will we take wine bottles back? Jessica/Kate K/Jack
 - No.
14. Are there members who disagree with selling alcohol? How to address these disagreements? Jessica/Kate K/Jack
 - According the survey, the vast majority preferred the sale of alcohol, according to Bob, and there were a few who did not agree. Kate K (via email) has some questions about the ethics of alcohol producers, which Jack supported, but in general it is agreed that there is not make-or-break objection to the sale.
 - Will we need to implement a card system? According to Terri the licensing process to sell alcohol will give us time to set up sale systems to deal with alcohol sales.
 - Open member feedback via suggestion box, existing policy and documents and be receptive to individual feedback as it arises.
15. Would we sell only to members (not visitors)? What about non-members that would like to have beer/wine at Burns Street Bistro? Kate MS/Terri

- Kate MS: We'd sell to both just as we do any other product, but definitely only within the 3 visits could a visitor purchase. Jessica suggests that we could reduce our liability and create a joining incentive if we do not sell to visitors. We could put signs up to notify the public about this policy.
 - Leave it up to the Bistro re: allowing people to bring beer/wine and drink in the Bistro space.
16. What additional security will be needed? Kate MS/Terri
- this would be assessed as the need arrives. There is discussion about potentially more sensitive shifts. Terri points out that we should let local law enforcement know when we start selling. Jack points out that if the majority of sales happen between 6-8pm, this is when our coordinators are not here, do we need to consider having additional staff in the building during this time? Could having an additional stocker on hand alleviate this?
17. Who would be allowed to sell the alcohol? All cashiers? Do you have to be a certain age to sell? Kate MS/Terri
- all cashiers, over than 18 with specific training for all cashiers, or for ease, just people over 21. According to Kate MS there is training available for cashiers.
18. What would our requirements be in terms of checking members' identification? Will we have the capability to scan ID? Kate MS/Terri
- everyone's ID is checked... including Bob's.
19. What are permit costs and procedures? Kate MS/Terri
- \$400/year for beer and wine license, \$100 nonrefundable application and \$30 for each person who is finger printed. There is a lot of paperwork, including fire code inspection, retail license, inventory dollar amount for 6 food groups and other information. Terri agrees to fill out the application. Who should bear the responsibility of the background check? Terri agrees to discuss this with Kate K and Val. Ben W indicated he would be willing.
20. Who will be the TIPS trained people? Kate MS/Terri
- We will have training for those who will be selling beer/wine in place.
21. Will the alcohol be kept behind locked doors? Kate MS/Terri
- No.

6. Board of Directors Action Items

Quarterly Member Manual Review and Updates- Jessica: No updates at this time.
Minutes - By consensus, June's meeting minutes are approved.

7. Reports

A. Coordinator Report

Point of Sale: Ben K said it's close to being ready. Not everything is entered yet. Ben W asks about protocol for cashiers that experience un-scanned items and it is generally agreed that keeping track of these items manually is best for now. Contact Ben K with questions and issues about the system.

Internet access: Jack reiterates that impact on the coordinators time and security were issues, which have been addressed. The price of internet should be shared by all building members and bandwidth increased if traffic is slowed by too many users.

B. Product: No update. Committee has discussed a bottle neck in the ordering process and how we can best help Kate K. What are ways that the committee could share the responsibility? This will be discussed in greater detail next month.

C. Marketing: Jessica – a plan for fundraising for plants has been developed and is with the design team. Sponsorship to pay for landscaping; members will buy at the tree/plant/shrub levels for various dollar amounts. Terri – quarterly ad campaign to be done in September to push for the Palace event on Friday September 2, probably \$8 a ticket. Funds may be used for another frozen display freezer. There is

discussion about the success of various fundraisers. Jack – should we revive the Member of the Month program? “Co-op Props” to recognize those that have done extra and incentivize others.

D. Member: Kate MS – new membership forms are almost ready. Orientation slideshow revisions are underway.

E. Facilities: Ben W.: irrigation system for edible plants is doing very well. Additional plants are being purchased and put in place Wednesday. Mountain Supply gave a 50% donation on all irrigation supplies, thank you needs to be posted on Facebook, which Jessica will take care of.

Props to Jack for the new bulk bins! Next up is SPICE ISLAND! New and improved design for spice and tea that also enables us to maximize our stock.

The meeting ended 8:08.

Next member Meeting: August 15, 2011, 6pm @ the Co-op