

## Member Meeting Minutes

May16th, 2011 // 6pm to 8pm

Location: Co-op, 1500 Burns St

Facilitator: Jess

In Attendance: Jessica Glebke, Emily Lincoln, Kate Meinig, Kate Keller, Jack Rowan, Ben Weiss, Leslie Guerreri, Val Coulter, Christian

Welcome, Introductions

Additions to the Agenda:

Facilitation schedule - Are we going to follow the rotating schedule or not? No strong feelings on this. As Chairs, Jess G. and Ben W. will share facilitation role.

Committee Reports - Are they standing reports on the agenda or sent out before the meeting? Standing committees should tell Jess and Ben if they want to be on the agenda for a report.

Leslie G - June meeting will be last meeting before maternity leave.

Jack R - Asked about Google website. Emily made a link from the co-op website called the "working member zone". Members can find minutes, shift swap, member discussions, contact info for Terri for financials. We are phasing out of using NING.

Announcements:

Terri received a check for a \$10,000 loan. This meets our goal of \$45,000 for the loan program.

Open Floor For Members:

None

## BOD Action Items

-April Meeting Minutes Approval - Approved.

-Member Manual Approval - Approved. We will revisit the manual once a quarter at monthly meetings - next review in August. For members, post a sign at the store about the reviews, have copies in the store, link on website, send out on listserve, give a copy to all new members at orientation.

Val wants clarification on how to approach non-members in the store. (For example, in with a spouse who is shopping) We agreed that non-members do not receive member services, they should be asked if they plan to shop at the membership desk when arriving. If they will be purchasing items, they must have a 3 punch visitor card. If they are just tagging along with a member, we will encourage them to join each time they come to the co-op.

## BOD Discussion Items

-Ordering for/with other for-profit businesses - Something we discussed at the board retreat, needs clarification after Kate was approached by UNFI rep and Buttercup owner about tagging onto orders for delivery.

We all agree that there is a difference between ordering for a business that does not have a UNFI acct and allowing a business with a UNFI acct to add something to our delivery. Businesses with their own acct will get their order on a separate pallet, not requiring any co-op staff time to deal with the order. We do not want this to be a common practice, but occasional ordering. No advantages through UNFI when ordering together, but we all agree that we would like to have some type of benefit for co-op members at the other business. (50 cents off coffee, for example)

The marketing committee will develop a business partnership policy for businesses who have UNFI accts.

**Alcohol sales questions brainstorm - No one could locate the list of questions from last year, so here is a new list.**

Can anyone sell it?

Do we want to sell liquor?

Who will be the TIPS trained people?

Will we do bulk sales?  
Is additional security needed? More locked doors?  
Will there be drinking on the premises?  
How much shelf, backstock, and chill space is needed?  
Will we scan IDs?  
Would we sell to non-member? For the cafe?  
How will we inventory?  
Will we have it behind locked doors?  
Will we sell non-local?  
Will we take back glass?  
Will we only carry cans?  
Will we have a beer/wine member job?  
Do we want to do another member survey?  
Are there members who disagree with selling alcohol?  
What are the sales expectations?  
What will be the cost? Who will order it?  
What is the competition in the area? What is the related crime?  
\*\*\*\*Did we come up with a plan to answer these?\*\*\*\*

Member job description proposals - Jack doesn't have these ready yet.  
Looking at landscape maintenance team (3 people), Snow removal/on call  
maintenance team (2 people). Jack will send out descriptions via email.

## **Reports**

Coordinator - Kate K - Sent out report prior to mtg. Thinking about weekend specials to bring in shoppers during market season. Maybe have a product/producer featured with samples, sales.

We are now getting a 2% discount at UNFI instead of the dividend each month. Can choose each quarter.

Facilities - Jack - By first week in June, new bulk bin shelves with gravity bins and scoop bins. Should non-bulk be more of a priority? Will talk with Val and Kate.

We should make a plan on fundraising for a backstock freezer.

Landscaping planning team meeting on Wed, want to start planning in 2-3 weeks.

POS update - Jack - Most inventory data is now in the database. Some trouble spots to work on. Wants to clear up possible unreasonable expectations for the POS - Member desk will be its own database. POS will only track what is sold, more programming work will be needed to make it able to track inventory in real time.

Next step is to figure out how to manage price changes and how to print shelf tags.

Jess and Emily are getting the plexiglass to get the carrot made.

Sales (5 min) // Terri - no report.

Marketing report - Jess G - Local Fest was not a success, not worth \$250 fee. Ben and others believe we should tell planners about the problems that we observed.

Generally, tabling has not been very advantageous for the co-op. We should be very strategic about which events we go to and more members need to head the tables, not just board members and families.

Other ideas - Work with other organizations to present our info at their meetings. Have a public info meeting somewhere downtown.

The marketing committee is charged with planning the year's events for public awareness.

Christian believes we should use the carrot and broccoli and go guerilla to some of these events.

Next Member Meeting: June 14th, 2011, 6 pm @ the Co-op