

Member Meeting Agenda

April 16, 2012// 6pm to 8pm

Location: Co-op, 1500 Burns St

Facilitator: Ben

Welcome, Introductions, Additions to the Agenda

In attendance: Ben Weiss, Terri Roberts, Kate Smith, Jess Glebke, Kate Keller, Lacy Roberts and Barrett Campbell

Announcements

- New Weekend Coordinator–Lacy Roberts
- Jack on sabbatical
- Beer and Wine! WEDNESDAY the beer and wine arrive!!

Open Floor for Members (15 min): No member comments.

BOD Discussion Items (60min)

- Beer and Wine
 - Survey results:
 - Overwhelmingly people requested inexpensive beer even if it's not local. Some of the selection includes: PBR, Kokanee, Black Star, gluten-free options, Madison River Ales, Great Falls Select, Sierra Nevada, Bitterroot, Big Sky and Kettlehouse. These selections will vary over time depending on member considerations.
 - Ranking (from highest priority to lowest):
 - Affordability
 - Local
 - Quality
 - Can't get it elsewhere
 - Organic/biodynamic/sustainable produced
 - Where wine should come from: Pacific Northwest and California
 - A question we did not ask on the survey is what members would think of buying a wine regardless of where it was produced or how it was made.
 - Shelving/cooler/storage update:
 - Cooler came from Big Sky Restaurant Supply and is an older Silver Slipper cooler, final cost \$650 with an original quote of \$800.
 - We will use existing shelving for wine while custom shelves are being built. Jack may have existing plans for shelves already completed. Jerod Kehoe will be building the new shelves. Reps from Summit may have an extra shelf we can use too.
 - Layout of stock can change within submitted floor plan for license.
 - Nightly inventory of alcohol will be taken to monitor stock.
 - Training: Christian has possibly established training April 21: Ben, Christian, Lacy, Jess and Brian will attend. Training dates for cashiers TBD. Cashier training is a 2 hour class.
 - The register program to flag for IDs related to alcohol sales is under development.

Note that we do not have very many members under age 21.

- Revisit questions (and answers) from July 2011 meeting minutes?
 - Many of these questions have been answered in the selections that have been chosen and policies put in place.
 - Selling to Burns Street Bistro customers: the responsibility is on the Bistro. Any fines would be against the Bistro, not the Coop. A
 - nyone is allowed to shop at the Coop 3 times before they have to join, which means anyone could buy alcohol here 3 times without being a member.
 - Can the Coop consume wine on the premises during meetings and gatherings in the Burns Street Bistro location?
 - Policy needs to be outlined by the NMCDC, so official notice to their members will be given pertaining to our sale of alcohol. There are some other issues that need to be discussed with the NMCDC as well.
 - Mark up: To stay competitive with the market should we do a 20% to 25% markup?
 - Missoulians are knowledgeable shoppers, so our prices need to be competitive. Price and convenience are the main concerns. Most places mark beer up 20%
 - Consensus is wine @25% mark up and beer @20%.
 - THANK YOU TERRI FOR ALL THE HARD WORK TO BRING THIS PROJECT TO FRUITION! YOU DILIGENTLY FOUGHT THROUGH MOUNTAINS OF PAPERWORK AND WE ARE SO GRATEFUL! CHEERS!!!
- Facilities
 - Front of store
 - Ben would like to see these projects completed sooner than later. The carrot etc. need to be taken down so Ann Little can paint on Wednesday if possible. Kate K will coordinate with Simon to safely uproot the carrot.
 - 3-4 people will be needed to complete this project! Please contact Ben Weiss if you are interested in beautifying the front entrance area. It is preferable that this project be completed before the May 4th weekend. Kate K will contact Blake, and Rob Robertson.
 - In general, if you are a handy person, we could use your help on the facilities committee! Terri and Kate K will prepare a list of contacts for Ben to get more people on the facilities committee.
 - The creation of a working facilities project document is discussed to keep track of ongoing facilities needs.
 - Alcohol – see above.
 - Outdoors
 - Should we team with NMCDC and Bistro for the spring clean up? May 12 is a difficult day because of graduation and it will be a little too early in spring to plant. Larry will also not be able to plant the edibles on this day. We could easily plant in June, but do we want to have a fun work day before then?
 - Clean up is the responsibility of the NMCDC, so our projects are more gardening related.
 - Other?
 - Wine storage: there will not be cooler space for white wine, so it would be

nice to have some back stock in the cooler. If there's room, it would be good to keep some beer in there as well, although we are already at capacity in the walk-in.

- There is discussion about bringing back Member of the Month and making space for this display at the entrance.?
 - Revive the Adopt-a-Plant program now. We still have supplies and members are familiar with the promotion. Lacy will write a piece for the newsletter. Ben will put together the list of plant needs.
 - For the next meeting, we need to start thinking as a board what the priorities are in terms of capital enhancement and our needs monetarily and non-store work-wise. Putting together some wish lists from staff and the board for retreat would be a good starting point.
- May work party would really be a plant and seed swap festive party with some options to get your hands dirty, this could be in May or June.
 - Live music or movie, potluck and the kids' garden project could commence. There could also be some work on the cul de sac. This event would be for fun and community outreach, not for Co-op hours. The goal is to bring people here to this area, especially when the Bistro is open.
 - The actual Co-op work party, organized by facilities, will happen in June (see above)
 - Member Services Desk
 - There are some deficiencies with the computer displaying the calendars appropriately. Some of our computer volunteers are moving, which has brought set-backs.
 - Finance Committee
 - Develop questions for committee to look at: Terri will provide Ben with list of some of the questions in the pipeline.
 - Terri and Ben will put committee together based on interested individuals.
 - A Treasurer will need to be nominated to replace Jack – Ben is on this task.
 - Retreat
 - At this point it is looking like late June or July. Details to be worked out among the board members via email.

Reports

- AS update –numbers, spending habits (10min) // Terri
 - 16 associated shoppers to date!
 - For July meeting, there will be a progress report on the Additional Shopper program detailing the status of the program created at the request of the member population.
- Coordinator (10 min) // Kate K
 - A calendar for the farmer's market has been arranged if anyone is interested in tabling at the market! There could be 1-2 people per shift.
 - Working currently on new member systems and getting people through training and taking shifts from the office end.
 - Kate S proposed there be an operations meeting in the near future to talk about gaps in the system that need to be addressed.
 - Training materials will also be developed and updated – ideally the one page shift checklists.

- For additional shoppers, what is the best way to get them through orientation and signed off? This sign off process is posing some complications and seems like unnecessary paperwork.
 - A welcome email with a bold link to visit the orientation online is agreed by everyone as the most efficient option.
 - Note that the AS packet has the same contents as the slide show on the website.
 - Members will be given an option to have the paper packet if they do not have access to email.
 - To all members, remember to be welcoming to our AS's and if you see them wandering around not sure what to do – speak up and give them a hand!
- Board to nominate individuals for Member of the Month with a small blurb. There will also be the option to drop nominations off in the suggestion box.
- Shift management (5min) // Kate S
 - Lacy completed her first day of training yesterday and her paperwork is underway. She will be training over the next couple of weeks with Terri, Kate K, Jess and Kate S.
- Marketing (10min) // Jess
 - The May party detailed above was discussed at our last meeting (see above.)
 - Scott is working on new graphics for the marketing materials.
 - The logo will be out soon and we will need input on that before proceeding.
 - Earth Day is Sunday, April 22 from 12-5: we have on volunteer to table. If anyone is interested in this event, contact Terri.
 - Facebook posts have been great – thank you marketeers!!
 - We need to purchase a plastic table for farmer's markets.
 - There are some good stickers coming down the pipe too!

Next Member Meeting: May 21, 2012, 6 pm @ the Co-op