



Regent Market Cooperative
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Regent Market Coop Board of Directors Minutes of May 22, 2007 Meeting

Present: Kim Moucha, Mel Vollbrecht, Jim Huberty, Michael Prager, Marion Meyer

Absent: Bruce Winkler, Amy Munson

Minutes of April 24, 2007 approved by email ballot.

Managers Report

COPOS needs – So far, Jim and staff have identified technical fixes, including backup system and tracking membership; Alvin from Willy Street is helping focus on what data will be most useful to us from COPOS data itself; Alvin is setting up a separate hard drive for downloaded data so that staff can work with data without risk to primary sales or bookkeeping records; we are now able to do COPOS installs readily

Training Plan – Barry Kita has been training weekend staff to ease work on return. Board clarified that expected training plan is a written list of what training is needed for all employees (e.g., coop principles; customer service) and for each of the major store tasks (e.g., checkout, produce, meat) and how it's delivered (e.g., Willy Street, senior staff, etc). This should become part of the personnel section of the manual. Next, list what each current employee has had/still needs.

Operations Manual – Jim and Kim identified two critical sections (Safety and Equipment Maintenance). Jim will draft these two sections by June 12. Kim will circulate table of contents to all.

Delegation – Alvin is working directly with COPOS. Barry is leading on training. Tim Busian is taking on additional Quickbooks tasks. Special orders for housing coops are completely handled by staff-Jim just checks with housing coops to see how things are going.

Vacation – Jim will go on vacation in late June after John Wendt returns from vacation.

Other news – We are doing CHIP again. We will see what donations are generated and whether Community Shares still wants us to collect. Food order is documented for July 4. Coop t-shirt contest is underway. Staff members Sarah and David have left as they have finished school. Regent Realty bag stuffers have gone out. Beth Porter will be running another contest in June. She has plans to have two contests a month, one for kids and one for adults.

Produce leads the store in percent sales by 3-4 points. Discussion of what's meant by bringing passion to produce.

Store performance: Sales are \$50,000 ahead of budget so far this year. We are finishing our fourth consecutive month in the black. Staff has some plans to keep up summer sales, including promoting sandwiches and deli trays for Concerts on the Square (Run in to Regent – Save Time at the Square). We are making homemade hummus and salsa onsite. 9 of top 45 selling items in the meat/deli department are sandwiches; 35-40% margin on sandwiches; number one seller is our brats. Operating expenses are under budget, as is cost of goods. Cash flow continues to be a challenge, as vendors are becoming less flexible in payment schedules.

Treasurer's Report

Kim has Quickbooks at home now and she will work with George in early June to develop financial indicators. Kim worked with our telcon provider TDS to reduce our monthly

phone/internet charges by \$58/month. As a part of the review, the internet connection speed was increased from 256k to 768k connection for additional \$5/month.

Web Site

Kim and Brook Bell Johnson are working on the RMC website. On new design, posting will be every day and old material will disappear.

June Dairy Month

We will have cows available.

Marketing

Mel distributed routine in-store marketing plan with budget. This now needs review by Jim and staff. We will carry out plan as written and add to it based on comments of staff, store performance and reconstituted marketing committee. Neighborhood canvas will begin in two weeks. Volunteers will talk to all residents within a 3.5 block area around store using a short prepared script that the Board reviewed. Non-members will be given a member-for-a-day coupon and all will get a bookmark. Kim and Michael will cover on-site duties July 4 if another volunteer isn't found; Mel will assemble materials, including freezie coupons.

Recent Member Loan – We will offer repayment terms in line with what we are repaying to others.

Personnel

New person is taking over from union staff so we continue to have difficulty using union staff to conduct staff-management discussions. Jim and Michael will see if staff wants to meet directly. Michael will invite gain sharing expert to give information to get this started.

New Business

Michael visited Linden Hill Coop in Minneapolis, a store about our size but fancier. Rather than basic price reduction, members get coupons, members-only sales; discounts at neighboring businesses.

Meeting adjourned at 9:00 PM (when we could no longer see anything out on Mel's screen porch.)