



**Regent Market Cooperative**  
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## **Regent Market Coop Board of Directors Minutes of April 24, 2007**

Present: Members - Bruce Winkler, Kimberly Moucha, Mel Vollbrecht, Michael Prager; General Manager Jim Huberty

Absent: Marion Meyer

Minutes of March 20 meeting approved by email ballot.

### General Managers Report:

- Financials - Jim and Kim working out monthly financial indicators tomorrow. Sales just \$1000 short of budget for first 90 days of 2007. \$4800 ahead of last year on sales. Averaging \$11 under budget for daily sales. YTD margin is 32.3% against target of 32.6; one point better than one year ago (assuming inventory is static). Accounts payable is down from last year. Cost of labor and benefits reduced more than one FTE. Non payroll operating down - last year 9% of sales, now 7.65% of sales. In black on net income. Have used \$7000 of 2007 fundraising to reduce accounts payable. Special orders are up from \$700 last year to \$11,000 now.
- Sandwiches – No spoilage. We are selling all we make and are ready to advertise.
- CHIP – We now have the logistics to do this again and will announce in the email.
- COPOS meeting – John, Jim and Barnaby, Alvin from Willy St met with COPOS. COPOS staff then met with each staff person to answer questions. Jim and staff will prepare short list of items that staff want to get from COPOS and present at next meeting. Jim will call Viroqua and Bruce will call Ken to see what others use most from COPOS. Board will suggest questions they have. Next, will work with Alvin and COPOS to get info to help manage sales, buying, etc.
- Training – Jim will report on staff training plan next meeting (list of what's expected for each position/staffer by when and where it can be obtained).
- Delegation – Beth Porter doing in-store contests; John will be asked to do training plan; Barry does communication with night staff about what needs to get done each day;
- Vacation – John Wendt can be acting manager and Jim will take vacation by end of July.

### Marketing Committee

Mel shared draft of marketing action summary. With agreement that the format is helpful, she will complete for next month.. Goal is to have automatic expenditures based on a budget. Marian will work with Ruth on volunteers to leaflet next month in 3 block area with membership brochures and bookmarks. We will do cows again with a special for June Dairy month. Jim will talk to dairy vendors for specials.

Personnel:

Michael is trying to get Union rep and UW Prof Ken Miracle to get some examples. Michael understands that union wants to get Personnel manual and gain sharing system in place before reopening contract. Personnel portion of manual is position descriptions and basic performance policies (attendance, timeliness, cleanliness, etc.). Michael will complete personnel section with input from staff and review with Union.

Kim showed us her company manual. Operations portion of manual is how to do store tasks (e.g., special order, close register, etc). Kim and Jim will list the contents of the manual and put in priority order to share at next meeting. Bruce will get Willy Street operations manual.

Meeting adjourned. Next meeting is May 22 at Mel's.