



Regent Market Cooperative
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Regent Market Coop Board of Directors Minutes of February 6, 2007

Present: Members - Bruce Winkler, Kimberly Moucha, Marion Meyer; General Manager Jim Huberty

Absent: Mel Vollbrecht, Michael Prager, Amy Munson

Meeting called to order at 7:10p.

1. Bruce distributed several items: the tentative agenda for the evening, Jim's marketing ideas, a "to-do list" from Mary Rouse and George Hall, notes from the most recent Union Contract meeting, notes from meeting with Mel Braverman and a copy of the Regent Community Marketing Program Guidelines.
 2. The reading and approval of the January meeting minutes were tabled until the February 20, 2007 meeting.
 3. Bruce presented his thoughts/ideas for the Board of Directors (BOD) for the next term. He presented his thoughts on the size of the BOD, possible training for the BOD members and his thoughts on officer and committee appointments. Thoughts on officers and committees are as follows:
 - ❖ Michael Prager: Union Contract, Personnel Committee
 - ❖ Amy Munson: Marketing Committee
 - ❖ Mary Ellen Vollbrecht: Marketing Committee, Secretary?
 - ❖ Marion Meyer: Marketing Committee, Volunteers
 - ❖ Kimberly Moucha: Marketing Committee, Communications, Secretary?
 - ❖ Bruce Winkler: interested in any position, President?
 - ❖ Open: Treasurer
 - ❖ Open: Building Committee
 - ❖ Open: Employee Board Representative
- Michael asked if people were interested in officer spots; those in attendance said yes.
 - Kimberly said she would prefer not to be the Secretary (she is the Secretary for another organization) but would assume the role if need be.
 - It was stressed that an employee representative be appointed as soon as possible. Jim reported that most of the employees have a problem with timing due to school, children, transportation issues, etc. He will talk to the staff – he has a couple potential employees that could fill the position.
 - It was also stressed that we have a volunteer Coordinator Liaison between the Volunteer Coordinator and the employees at the store. Marion volunteered to act as the Volunteer Coordinator Liaison.
 - It was recommended that we recruit a Building Committee Chair from the membership.
 - Need to follow-up on the members that filled out volunteer forms at the Annual Meeting to fill open committee (volunteer) spots. It was recommended to check with Mel to see if she has the forms.

Action Items:

1. **Jim will talk to staff about employee representative seat on the Board and will report back at February 20, 2007 meeting.**
 2. **Follow-up with Mel on status of volunteer form(s)**
4. Discussion on Board of Director (BOD) meeting dates: The meeting dates, time and location needs to be set for the year. Those present suggested the first or third Tuesday of every month at 7pm. Item tabled until the February 20, 2007 meeting.

Action Items: Set BOD meeting dates, time and location at the February 20, 2007 meeting.

5. Discussion on revisiting the RMC mission statement.
- Before we can decide on the direction of the store (full-line, specialty, etc), we need to have a better understanding of how to best utilize the data we can capture from the scanning system.
 - As a whole, we need to be able to fully understand margin pricing, etc.
 - Jim stressed that we need a “buy-in” from the buyers such as John, Barnaby, Gene and Matthew. We can’t simply tell them to not carry something because of the margins (ie. Tide at 17% - does it sell because of the low margin or does it sell because it is a “convenience item”) – need to tackle the task globally.
 - Marion stressed that we need to know our target market and what they want. We need to use the information from the scanning system to see what is selling and what isn’t to make educated decisions and how to proceed from there.
 - Discussed collecting info from members using electronic tools such as surveymonkey.com (\$20/mth). Will need to look at past surveys to come up with questions.
 - Bruce feels there are three possible groups:
 1. those that do all their shopping at RMC
 2. those that shop at RMC frequently but do big shopping trips to other stores
 3. those that shop primarily at other stores and use RMC as a convenience store
- We need to focus (target) on one or more of these groups.
6. Discussion on the Regent Realty Gifting program: Bruce briefly summarized the program status. According to our legal representatives, it is legally ok to accept the gift. Should we expand the program to cover all gifts (to and from the RMC)? If we accept this deal, will it offend RMC members that are realtors? Should we open it up to other realtors? Further discussion on the gifting program tabled for a meeting date in the future.

Action Items: Discuss the Gifting program at a meeting date in the future.

7. Discussion on extending an invitation to Mifflin Grocery Co-op members to the RMC: a draft letter to the now-defunct Mifflin Co-op members was handed out. The letter is an invitation to Mifflin Co-op members to shop at the RMC with their Mifflin memberships for the remainder of the calendar year with an invitation to join at the end of that period.
- Jim will try to get us the Mifflin Co-op Membership list
 - It was suggested that the word “next year” be changed to “2007” to avoid confusion
 - Bruce and Jim will finalize the draft and forward on to the Mifflin Co-op Members

Action Items:

1. **Jim to provide BOD with Mifflin Co-op membership list (if possible)**
 2. **Finalize and forward the invitation letter to Mifflin Co-op members**
8. Jim Huberty – General Manager’s Report.
- Stressed the importance of IDs on the employees. He would like to find a way to do name tags other than the scratch off tags they are using now.
 - Asked about when the fundraiser will be closed. Kimberly reported that the RMC website lists “through the end of February.” It was decided the fundraiser will close at that date.
 - Reminded BOD members that once officers are determined, signatures will need to be put on file in order to sign legal documents for the co-op.

- Need BOD to authorize preparation of 2006 taxes – **ACTION ITEM**. Jim reported that Wegner will prepare the taxes for \$750. He also reported that Will Hogoboom has offered to prepare the taxes at no cost to the co-op. Discussion:
 - Michael expressed concerns about changing providers. What happens if Will is unable to prepare the taxes next year? Will we be able to contract with Wegner again?
 - There was also concern on who signs off on the taxes. Jim reported that the person(s) preparing the taxes must sign off on them.
 - Bruce suggested checking with George Hall on his thoughts. Jim reported that George was ok with making the change in tax preparers.
 - Bruce made a motion to have Will Hogoboom prepare the 2006 taxes for the RMC. The motion was seconded by Marion. Motion passed unanimously.
- Financial Report:
 - Jim distributed a report showing January sales for the years 2002 through 2007; this January has had the best sales in five years
 - Sales on last Saturday of the month: \$5700 (staff was hopping)
 - NPO/Sales slightly high due to “January specific” expenses such as licenses, etc.
 - Has deposited additional donation pledge checks in the fundraiser account
 - Transferred \$5000 to general account to cover Wegner Audit expense
 - The balance on the credit card will be paid on Wednesday, February 7, 2007.
- Stressed that employees are anxious to get the updated Personnel Manual finalized. Bruce reported that the old version has been converted into a legible electronic copy but needs to be edited appropriately. Since a number of “union-related” issues need to be addressed in the Personnel Manual, Michael volunteered to tackle the finalization of the Personnel manual.

Action Items: Discuss status and finalization date of the Personnel Manual at a future meeting date and/or by email.

9. Operations Manager position discussion: Michael asked about the status of the Operations Manager position and the general employee structure at the store.
 - Jim reported that the employees have taken on a sense of ownership at the store.
 - Due to the limited number of BOD members present, further discussion on the Operations Manager position was tabled until the February 20, 2007 meeting.
 - Marion suggested that we monitor the status of the store (the staff, the overall marketing efforts, etc) on a month-to-month basis.
 - Overall feeling is that we need a change in the store as a whole including management, store operations or overall product mix (revisiting the Mission Statement).
 - Michael would like to make a motion at the February 20, 2007 meeting to put the Operations Manager position on hold for the next six months while we evaluate the status of the store based on Marion’s suggestion (the staff, the overall marketing efforts, etc) on a month-to-month basis.

Action Items:

1. **Discuss future of Operation Managers position at February 20, 2007 meeting.**
 2. **Come up with a plan to monitor the store operations on a month-to-month basis (reporting mechanism?)**
10. Marion made the motion to adjourn and was seconded by Michael. Meeting adjourned at 9:37pm.

Respectfully submitted,
Kimberly Moucha on 2/19/2007