



**Regent Market Cooperative**  
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## **Regent Market Coop Board of Directors Minutes of March 20, 2007**

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

Absent: Amy Munson

Meeting called to order at 7:06p. Minutes of January 16 (Michael moved, Kim second) and February 20 (Bruce moved, Kim second), 2007 meetings were approved unanimously.

*Follow-up assignments are in bold. Board actions are underlined.*

### General Managers Report:

- Sales over the last ten weeks sales are up several thousand per week on average over 2006. Jim is analyzing hypothesis about why, including: West High open campus – more sales on high margin items; housing coop special orders. Gross margin is up several percentage points. We continue to care We are in the black on net income. We are coming to the end of what is usually the slowest sales period of the year. Jim continues to work on service contracts to reduce operating costs. **Jim will supply new budget number to reflect garbage contract amount. Kim volunteered to help with her expertise on phone contract.**
- Employee insurance will go on back burner while we look for same level of coverage. Sandwich sales have started and logistics are going well. **Jim will report next meeting on numbers sold, spoilage, other factors.**
- Successful Health Dept. inspection last week – no critical violations.
- Weights and Measures inspection also passed with no comments!
- Re: giving donations, currently give gifts when it promotes shopping. For example, Jim always supports high school and elementary school, Blessed Sacrament (sells donated gift certificates as fundraiser).
- Advertising opportunity from WORT offering \$2400 advertising for \$1200. Advertising funds invested in RNA, Dudgeon Monroe, Blessed Sacrament bulletins at cost of \$700. Westmorland newsletter and directory deadline is April 6. **Mel and Marketing committee will review offer and make a recommendation. Jim will tell Mel what charges have been made against advertising account.**
- Marion and Jim met with Volunteer coordinator Ruth Robbins will begin work this Friday for first assignments.
- Jack Kramer is doing t-shirts for Willy and Regent with contest to decide design.
- Jim seeks consult with Finance committee to set schedule for new member loan consistent with others.
- Jim reminds us to prepare for Jazz in the Park, RNA July 4<sup>th</sup>, Big Gig.
- COPOS follow-up sought. **Bruce will work with COPOS and Rex to come up with steps to get problems solved.**
- Jim submitted operations manual. **Board will determine completeness; Kim and Mel will help with formatting.** Employee job descriptions are all in the manual. **Michael will identify steps to finish Personnel Manual by next months meeting.**

#### Budget Review:

Board reviewed status of budget – budget is in place until modified by Board. In addition to garbage contract amount, **Jim will update budget lines for advertising and capital equipment to reflect what has already been spent. Jim will work with Will to propose amendments to the budget to separate advertising and gifts and to report on each budget line next month.**

#### Board Staff Retreat:

Little progress made in discussing offer from Willy Street and no info from Union. Board discussed possible goals of this effort and past experience. Challenge is to enable staff to attend. **Michael will come up with goals and alternative structures for next meeting.**

#### Gift Policy:

Board reviewed and modified draft for acceptance, use and making of gifts and donations. **Mel will revise and distribute for Board email vote.**

#### Member Items:

- Bruce updated the Board on upcoming bag stuffers and poster to advise shoppers of Regent Realty gift.
- He is working on approach to MGE on loan options.
- The Building Committee will review priorities and then seek budget to work. Likely priorities are window, entry, basement and lights.

#### Personnel:

Michael advised the Board that UW prof Ken Miracle is willing to meet to inform us about gain sharing. Board voted unanimously to explore gain sharing, with goal of having an agreement in place in six months (Marion moved, Michael second).

Board agreed to try approving minutes by email to make them available sooner. Mel will share minutes, make a round of comments and then ballot by email.

Mell moved to adjourn. Kim seconded. Meeting adjourned.