

Minutes for the Valley Food Coop in Alamosa, CO

May 6, 2010

Members Present: Carrie Payne, Vicente Valdez, Jay Young, Steve Smilack, Sharron Calvin, Larry Sveum, and Lucy Adams. Diana Jones, store manager, Laura Cranson asst. manager Guests: Erin Young, Manuel Lopez, Linda Falkenthal and Joel.

Election of New Officers

Steve Smilack - President

Carrie Payne - Vice President

Larry Sveum - Treasurer

Sharron Calvin - Secretary

Discussion of leasing another year at current location:

Steve signed the one year lease with several stipulations to be discussed with Greg Bervig.

1. Sixty day notice to vacate with a jump clause to be able to vacate without penalty.
2. (2) one year options
3. Option to buy

Jay asked about expanding in the back of the store with an attached or free standing building. Greg said that would be ok.

Acquiring the hallway is out of the picture because the Church in the front has need for an additional bathroom and storage.

Vincente mentioned the High Points building- owner said to make an offer- \$1,200/month.

Lucy made the motion to sign the lease and Carrie second it.

Lease was signed with the above mentioned amendments to be considered as a counter offer.

April Minutes - Corrections - There was an error in Carrie's biography as well as Sharron's, the billboard sign across the road is actually 8' x 7', the old Wright Oil Station is now (it said not) available on Main and 285. Larry made a motion to accept, Carrie second.

Managers Report by Diana - Candy taxes are in place, Valley Food Coop was inspected by the Colorado State of Agriculture about needing names on tags. Preliminary sales in April - \$75, 728, \$6,000 increase over last year
Estimated sales through April 2010- \$289,821, 7.1 % increase year to date
End of March- Sales increased 6.6% - advertising may have helped as well as the 30th anniversary and personal contact with customers
Gross profit was lower than normal - 5.6% less than this time last year.

We receive a \$2,000 rebate from United Natural Foods every month which pays for 10% of purchases. They are slow getting this money to us. Spoilage in 2009 was less than 2008.

Produce Cooler has problems - needs to be defrosted periodically. This was brought up in a staff meeting. Discussed getting a dehumidifier for the old cooler. Will this hurt or help the greens? Linda Falkenthal suggested googling online to see if anyone else has had this issue.

Salaries and Wages - \$2,600 or 6.5 % more than last year

Renewed \$200.00 in merchants map

45% paid with credit/debit cards. \$194.00 increase over last year

\$16.86 small donation to after school prom parties

***Year to date net operating loss is \$6,900 (this document is very confusing and hard to understand)

Net operating income was \$3,652.00

***This document is hard to read and Sharron suggested using a more modern system. Quicken for Home and Business or Quick Books Professional software was brought up. Steve suggested implementing one of these two bookkeeping systems soon. Board of Directors didn't receive a copy in a timely manner which further complicated understanding Diana's report.

Accurate Membership List

Manuel wants a true and accurate membership list.

Steve suggested we collect email addresses from our membership.

Budget: Larry wrote up a proposal.

There was 3% increase in sales- advertising may have helped

Projected increase to 6% with more advertising? This is based on what?

Vincente suggested to table this issue to look over budget proposal more carefully. Jay second it. A Budget meeting was set on May 11th, 2010 at 6pm at Hospice de Vaille.

Security is now more of a concern since the church has moved in and cameras may need to be installed in the store.

Signature Cards

With the election of new officers, signature cards at the Alamosa State Bank and Community Bank of the Rockies needs to be changed.

There are savings accounts at both banks, therefore only Larry Sveum and Steve Smilack will be signees on these accounts. Lucy Adams and Marsha need to be taken off. Steve and Larry also need to bring a set of minutes to institute this change.

Authorized signatures for the checking account at Alamosa State Bank are Diana Jones, Laura Jones and Lori Childers.

Note: Steve and Larry on the Community Bank of the Rockies Savings account will authorize the bank to discuss account release information for Diana Jones, Vincente Valdez, Bill Irwin (bookkeeper) and Laura Cranson.

Alamosa State Bank Savings and Checking - \$16,980.39

Community Bank of the Rockies Savings - \$6,178.35

There was concern among the board why there is a non-management person on the checking account. The board assumed because there is a Manager (Diana) and Asst. Manager (Laura Cranson) that should be adequate coverage. However, through Diana's own admission, there are days when Laura and Diana are off the same day. Therefore, they need to have Lori Childers (non-management) in charge. This is not acceptable to several of the board members. Any checks that are signed need to have two signatures- one board member and one management person, this is currently not taking place.

It also came to the board's attention that for years most of the role of the treasurer has been delegated to management and staff. The elected Treasurer from now on will be reading financial statements and over see the manager reports.

Larry will be looking into bonding everyone on these accounts. It was also suggested to put some of the savings money into short term CD's.

Other locations for the Coop

Jay looked into the Ace Building. It is selling for \$189,000 and is 7,400 square feet. Also made a motion for the Coop to be open on Sundays since the church moved in. This could be added revenue. Board tabled this issue.

Greg Bervig agreed to let us hang a sign under the Radio Shack sign. Suggested using Dennis Yshoista for a graphic artist for professional signage.

Staff Report by Laura - They are busier, working on better communication among staff

Full time Manager Position - meeting set for May 11th at 5pm at the Hospice de Vaille to discuss this issue. Special board meeting on May 20th to finish discussing management issue.

Next board meeting will be on June 7th, 2010 at 5:30 pm

Steve called the meeting to adjournment without objection/comment from the board members at 5:15 pm

Submitted by Sharron Calvin
Secretary