

Hudson Grocery Cooperative
Board Meeting

June 11, 2013

Present: Suzanne Hambleton, Sarah Atkins, Bess Hambleton
Via telephone: Bridget O'Meara (joined at item 4)

1. Call to order
2. Approval of May board meeting minutes tabled for July
3. Approval of June agenda: Bess moves to approve, Sarah seconds, unanimously approved.
4. Cindy's letter of resignation read to the board; Cindy also shared this letter with the board via email.
 - a. Discussion of how we can recognize the efforts of departing board members, including certificate of recognition, thank-you letter, and announcement to owners. Bridget asked to draft.
5. File naming conventions and committee report structure
 - a. Suggested format is Name of Document Year-Month-Day Initials, e.g. *Board Minutes 2013-06-11 EAH.*
 - b. For committee documents, include committee name in file name to avoid confusion, e.g. *Ownership Agenda 2013-06-01 SBA.*
 - c. Establish standard report format with file name, date, and page numbers in the footer.

Board Reports:

6. President
 - a. Suzanne nominates Bridget to serve as Vice President, Bess seconds, unanimously approved.
7. Vice President – No report.
8. Treasurer

- a. Distribute copy of current balance sheet. Now that we have built up a little bit of capital, Sarah may move a portion to the savings account from the checking account for the sake of interest.
- b. Our fiscal year is ending in a few weeks. We are at a net loss as most of the incoming funds we have received are in the form of owner capital, with some income from t-shirt sales and some from grant money received.
- c. For next meeting, Sarah will distribute end-of-year financial report with breakdown of items by category.

9. Secretary

- a. Report regarding information on securities registration compliance. At present, understanding is that we are in compliance based on the limited amount of capital stock issued and securities filing exemptions.

Committee Reports

10. Finance & Fundraising

- a. For next meeting, Finance & Fundraising Committee charter to be approved.
- b. Report on Hudson Room Tax Grant request. The board prepared a powerpoint presentation, which was presented by Bess Hambleton to the City Council. The Council denied our grant request based on our being a for-profit entity, but most council members individually expressed support for the co-op project.
- c. Discussion of letter to the editor in follow-up to our council presentation, working off that exposure. Discussion of “non-profit” versus “for-profit” versus the cooperative model. Suzanne plans to have sit-down talk with each council member regarding what the co-op is all about.
- d. Bridget asks about whether there has been a call for proposals from Food Co-op Initiative for grants. We will keep an eye on this and Bridget will draft.

11. Ownership

- a. Written report distributed by Sarah.

- i. Five total owners remain unpaid (three primary and two individual). Suzanne suggests we require these people to pay by the end of the fiscal year, and if not paid then their member numbers will be assigned to other new owners.
 - ii. Seven owners are still at individual level and have not paid in the additional \$20. Suzanne will follow up with these people.
 - iii. One person has requested a refund. Discussion of policy going forward regarding refunds. Approval must go through the board, and refund can be mailed to the withdrawing owner. We will come up with a request form for future refund requests.
 - iv. New owner letters went out in May, and ten New Owner Info Sheets were returned to us, including several interested in volunteering. Discussion of process reaching out to these new owners.
 - v. Suzanne will work on online survey to send to all owners.
 - vi. Ownership committee needs some office supplies. Sarah will get some paper and envelopes for that.
 - vii. Committee procedures being drafted.
- b. New owners, 2 upgrades to household membership, and 1 refund. Names read from new member list. Suzanne moves to approve, Sarah seconds, unanimously approved (except Bess abstains from voting as to her own upgrade):

New Owners

- 155 Tracy and Tony Bevers
- 156 Adrienne Lemberg
David Larson, Brenda Witt, Elizabeth
- 157 DeWitt
- 158 Stewart and Vicky Erickson
- 159 Tricia and Dan Elworthy
- 160 Lynn and Michael Sleeter
- 161 Adele Dolan, Mark and Ruth
- 162 Bobbie Ledbury
- 163 Emily and Jeff Janisch
- 164 Nora Boerner
- 165 Sylvia Strom
- 166 Michael Schendel
- 167 Jessica Radke
- 168 Stacy Jo and Thomas Springer

169 Phyllis Jaworski and Michael Phernetton

170 Brian Hockman

Upgrade Owners (from \$60 to \$80)

19 Christine English

1 Bess Hambleton

Refund

Owners

43 Cindy Nemitz

12. Steering – Currently on hold, expects to reconvene in August.
13. Marketing
 - a. New participants Mellissa Dahl, Cathy & Bob Diaz.
 - b. June events: My Sister's Garden let us come set up a table earlier this month. Upcoming, we have opportunity to set up at Craig Tarr's open house at his business, June 25th. On June 30th, Ultissimo is hosting a dog wash.
 - c. August: Looking at having a party marking first anniversary and hopefully 200 members. Sarah notes that the deadline to get this info to the Chamber of Commerce is July 15th. Marina is a member of the Chamber and would be a great venue.
 - d. Taryn is continuing to work on our blog. Alex has resigned from working on Facebook, so Suzanne is currently doing that.
14. Vendor Relations – Bridget and Theresa are researching.
15. Additional item from Bridget: currently working with investor group that has invested in co-ops in the past. This is an opportunity we may want to look into.

Motion to adjourn by Sarah, second by Suzanne. Meeting adjourned.