

Community Market Board Meeting

Minutes	Tuesday, Dec 23, 2008		CARROLL COUNTY COURTHOUSE, Carroll
Facilitator	Martha Sibbel	Note taker	Denise Webber
Type of meeting	Board Meeting	Timekeeper	
Attendees	Denise Webber, Joe Schultes, Martha Sibbel, Lue Baker		
Agenda topics:			
<ol style="list-style-type: none"> 1. Agenda Approval (Martha) 2. Previous meeting minutes (Wanda) 3. Treasurer's report (Lue) 4. President's Report (Martha) 5. Old Business <ol style="list-style-type: none"> 1. Committee reports <ol style="list-style-type: none"> 1. Site (Phil or Joe) 2. Holiday Farmer's Market (Denise) 3. Board Governance Committee (Martha) 2. Sprout Fund (Martha) 6. New Business 7. Remarks from Visitors 8. **Closed Session** (necessary) 9. Adjourn 			
	Agenda / Last Meeting Minutes		
Discussion	Changes to agenda discussed as follows: delete Board Governance Committee report add "Possible Resources" to New Biz move Sprout Fund to end of meeting		
Conclusions	Motion to approve agenda made by Joe; seconded by Lue. Motion passed. Last Meeting Minutes – Tabled		
Action items	Person responsible	Deadline	

	Treasurer's Report	Lue
Discussion	<p>To Date Income: \$52,725.50 To Date Expenses: \$35,464.39 To Date Net: \$17,261.11 Past Month Expenses: \$877.59 Includes: \$352.17 Holiday Farmers Market, \$25.42 reimbursement to Martha for Board binders, \$500 to Myron Johnson Past Month Income:\$756.16 Includes: \$756.16 Holiday Farmers Market After report Denise brought up that we need to file our taxes for 2007 & 2008. Lue has contacted an accountant who works specifically for coops and we need to get final amount on how much it will cost.</p>	
Conclusions	<p>Motion made by Joe, seconded by Denise to approve treasurer's report. Motion passed.</p>	
Action items	Person responsible	Deadline
Report back to board on completing 07-08 taxes	Lue	Next board mtg
	President's report	Martha sibbel
	<p>Will wait to report on items as they pertain to specific agenda items.</p>	
Conclusions		
Action items	Person responsible	Deadline

	OLD BUSINESS – Site Location	Joe
Discussion	<p>Joe spoke to Denny Rutten about the former Happy Joe’s location on the corner of Main & Hwy 30.</p> <p>Space is 3200 sf, asking \$1500/mo for rent and would want a 3 yr lease agreement.</p> <p>Building is solid brick, entrance can be changed, but roof cannot; no basement, no interior load bearing walls, can be completely opened up. Snow removal included in rent, has gas, first four stalls in alley would be ours. Parking on Main St is all public parking.</p> <p>Martha suggested that the KC’s might have office space that we could use, so as not to use so much of the 3200 for non-retail space. Denny is interested in giving us first right of refusal, so we need to let him know if we are serious about the location.</p> <p>Denise gave some information about the former Schweser’s location (where the holiday farmers market was held). It’s also about 3200 sf, but has a full basement and there is an empty store right next to it that would give us even more space. Chico Kanne is owner of space and mentioned \$7.25/sf for lease. The board said they would like to see that amount be less, but would also consider this space.</p>	
Board discussed pros and cons of both spaces, included visibility, accessibility, parking, costs, size etc.		
Conclusions	The board agreed that these two locations will be moved as priority and more information will be gathered.	
Action items	Person responsible	Deadline
Get basic footprints of both locations	Joe	By second Jan mtg

	OLD BUSINESS – Holiday Farmers’ Market	Denise
Discussion	<p>We had a great day with lots of positive response from visitors and vendors alike. Many vendors did extremely well and definitely want to see this event again happen next year. There was a brief write up in the Daily Times Herald and Gina Lloyd of Iowa Farmers’ Union sent an email that she received a response from one of our shoppers of how great the event was!</p> <p>Total Finances for event: Total Income: \$756.16 This includes vendor fees, sponsorship and cash sales. Total Expenses: \$462.17 This includes space, table & chair rental, food expenses for tasting table and total advertising costs (\$88 of it has not yet been paid).</p> <p>We will be reimbursed by Iowa Farmers’ Union for the tasting table expenses, which I didn’t include in the income section yet.</p>	
Conclusions		
Action items	Person responsible	Deadline
Send receipts to Iowa Farmers’ Union for reimbursement	Denise	ASAP
	NEW BUSINESS	
Discussion	<p>Denise has an old friend who she just got back in touch with. He owns a natural food store in Cedar Falls and although it’s not a coop, he knows a lot about coops and supports them. He’s excited about our efforts and has offered any help he can give. He says he has financial, business planning and inventory experience that he can help with.</p> <p>Martha states that Coon Rapids’ 50th Anniversary of Krushev’s visit is next year and CR will be planning some events that we may also want to be a part of.</p>	

	Denise is looking to have a January event in coordination with ICCI (Iowa Citizens for Community Improvement). A movie night at the Krause Theater, downtown Carroll to show two movies/documentaries, King Corn and Little Salsa on the Prairie.	
Action items	Person responsible	Deadline

	Closed Session	Martha
Discussion	Discussion saved in a separate document	
Conclusions		
Action items	Person responsible	Deadline

	Sprout Fund	Martha
Discussion	The board spent the remainder of the time working on the Pro Forma cash flow, which is essential for the Business Plan. Key Assumptions were identified and data was input based on known information and estimates based on the sources & uses cash flow using data for a 3200 sf building.	
Conclusions	This spreadsheet will be available with the Business Plan and is currently stored on Google Docs.	
Action items	Person responsible	Deadline

Observers	
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Resource persons	
Special notes	Next board meeting: Tuesday, January 6, 2008, 6 p.m., Carroll County Courthouse, Carroll