

Community Market Board Meeting

Minutes	Tues, February 19, 2008	6:00-8:00 pm	M&M Divide office, Carroll
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Facilitator	Denise Webber	Note taker	Martha Sibbel
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Type of meeting	Monthly board meeting	Timekeeper	Denise Webber
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Attendees	Denise, Lue, Joe, Martha, Dan		
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Agenda topics:

1. Agenda Approval
2. Previous meeting minutes
3. Treasurer's report
4. Jr. Vice President's report
5. Old Business
 1. Sources and Uses budget
 2. Location update
 3. Owner loan program
 4. Business plan
 5. Project manager
 6. Annual meeting
 7. Coffee World event
6. New Business
 1. Board conduct policy/governance
 2. Grant opportunities
 3. Events
 4. Trade organizations/community memberships
 5. SWOT analysis

5 Min	Last Meeting Minutes	Denise Webber
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Discussion	No change.		
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Conclusions	Martha motioned to approve; Lou gave a second. All approved.		
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Action items	Person responsible	Deadline

5 Min	Previous meeting minutes	Denise Webber
Discussion	No change	
Conclusions	Martha motioned to approve; Lou gave a second. All approved.	
Action items	Person responsible	Deadline
10 Min	Treasurer's report	Lue Baker
Discussion	TOTAL: \$43,026.25 income, \$24,653.69 expenses, net assets \$18,372.56 February total: \$700.00 income, \$597.50 expenses, \$102.50 net assets. TOTAL MEMBERS: 162 patron (+7 members since last meeting) TOTAL NON-Patron Members: 8 (no change)	
Conclusions	Motion to approve made by Martha. Seconded by Joe. Approved by all.	
Action items	Person responsible	Deadline
15 min	Jr. Vice President's Report	Martha Sibbel
Discussion	Prices for advertising for <u>La Prensa</u> were given to Denise. Lorena Lopez, editor, is planning to interview Denise for a story for <u>La Prensa</u> . Timeline committee set a date for the Coffee World event. TC also discussed a music event at the Farmer's Market to coincide with Badding's closing on the Wal-mart building. The new budget format, as it ties to the timeline committee, was well received.	

Conclusions			
Action items		Person responsible	Deadline
None		None	None
60 min		Old business	Denise Webber
Discussion	<p>A) Sources and uses: It is based on Badding Construction timeline and Bill Gessner's reformatting with the input from FC500. Denise explained the format. Sections 1 and 2A are in the past. We are in 2B, and 3A is the critical step. This will be available on Google docs and added to the annual meeting packet. An enlarged timeline will be available at the annual meeting.</p> <p>B) Denise posted the preliminary drawings from Badding Cstr.'s architect. We are looking at the north east corner by the tower with dedicated parking on the north side. Drawings will be displayed at annual meeting. Nick B. is ready to being negotiations. He wants to be near capacity by June 15, 2008. Denise, Dan and Joe will meet with him and Martha will act as counsel if needed. Denise informed Stuart of this and they discussed a possible updated market analysis. Denise will contact Pete Davis for the cost and what is needed.</p> <p>C) Owner loan program is pushed back until CMC has a contractual contingency on the building. We will announce it at the annual meeting and inform the members of the contingency.</p> <p>D) Denise did not receive feedback on the BP from Steve Adams, and she commented that we need a more detailed marketing plan.</p> <p>E) Dan Ford, wood sculptor, presented his proposal. This was voted on and approved by the Board. Mr. Ford agreed to include the job description prepared by Martha. Mr. Ford commented that he knows the project and believes in it so he is giving us a discounted rate. The executed originals of these documents were given to Denise for safe-keeping. He prefers to contact by email and telephone, rather than attendance at formalized meetings, but he will attend as needed. Denise is his point of contact for the Board. Motion to approve his employment by Martha; seconded by Joe; approved by all.</p> <p>F) Tasks for the annual meeting: 1) assemble voter pamphlet and board packet, which will be approved at 3/18/08 meeting and sent on 3/20/08; 2) Lue will work up the financials with Patty; 3) Denise will write the President's letter; 4) Only by-law and article changes will be included, rather than the entire documents; 5) prepare preliminary packet for 3/4/08 meeting; At the March 4 meeting, the nominating committee will be present.</p> <p>G) The date for this event will be March 15, 2008 from 11:30-1:30. CMC will purchase a couple of dozen cookies from Coffee World and will set up in</p>		

	the front space. Contact Denise if you want to volunteer. Invitations will go out to prospects, mostly by email. It will be advertised in the Daily Times Herald and on our website.	
Conclusions		
Action items	Person responsible	Deadline
Add Sources and Uses budget to Google Docs and add to annual meeting packet. Prepare enlarged timeline for presentation at annual meeting. Set up location committee meeting with Nick B. Contact Pete Davis, re: updated market analysis **See annual meeting tasks above**	Denise ? Denise Denise Multiple	ASAP By annual meeting Soon
30 minutes	New Business	Denise Webber
Discussion	<p>A) For Sprout Fund, we need a board conduct policy. It will be presented to owners at annual meeting. Denise will email Wheatsfield's conduct policy. Denise will email Ken Wise to see if he wants to participate in this project as a non board member. Denise will put this document on Google Docs, and she took the opportunity to explain Google Apps as well.</p> <p>B) Rick is working on grants, particularly the Farm Bureau one. Stuart suggested submitting the Sprout Loan application by May, and we will need to net \$25,000 by then. Joe suggested the USE value added grant to possibly qualify as the value added producer grant.</p> <p>C) The last webinar is tomorrow. The Board should plan to watch and discuss last week's webinar on Saturday, March 29 at 10 AM in either Coon Rapids or Manning. CCMA is in June in Oregon, and does anyone want to accompany Denise? She is going to apply for funds to offset costs. Iowa Farmers Union mentioned they would sponsor an event. Denise suggested that CMC should have a Relay for Life team and will add it to the newsletter.</p> <p>D) Denise discussed the cost and benefits of joining the Carroll Chamber of Commerce. Motion by Martha to table this discussion until after the annual meeting. Lue offered the second and it was approved to table discussion until the May 6th meeting.</p>	

	E) Good old SWOT was moved to the next meeting. ☺	
Conclusions		
Action items	Person responsible	Deadline
SWOT analysis homework	All	Next time

Observers	
Resource persons	
Special notes	<p>Motion to adjourn: Martha 1st, Lue 2nd.</p> <p>Next board meeting: Tuesday March 4, 2008, 6pm M&M Divide – Big Conference Room</p>