

Co-op Monthly Meeting Minutes

August 17, 2011

7:30 pm

Present: Dorothy Colson, Joe Suppes, John Franseze, Karen Taylor, Matt Tirpak, Kathy Sparks, Ross and Loretta Lassandro, Richard Vilmur, Jack McCabe, Ann DiCicco, Adeline Anderson

Dorothy's Reports:

1. **Finance** – Average \$ Earned June & July = \$6,055, August 1st 2 weeks = \$5,535. Average since June = \$6,049.
2. **Members** – New members in June = 44, July = 21, August = 4. Total 68. 157 that renewed from last year. Sixteen old members coming back. Total member are 245.
3. **Savings** – Total savings is \$2,697 (\$2,445 from membership alone).
4. **Utilities:** \$59/mo., Exterminator \$25/mo., Electric \$1,188 (hot summer), and Gas \$102/mo. **(Need to look into – should not be paying such fees in Summer). Also check meter.**
5. **Loan Money:** Money left is \$4505. Will get \$1,000 back from village.
6. **Blueberries:** We sold over \$1,000 pounds of blueberries this summer.

Old Issues:

1. Need sturdy, 6" off floor, rack designed for maximum space in walk in cooler – **Joe said he will do.**
2. Tags continued of ingredients on shelves – **Kathy Sparks says mostly done – will continue**
3. Leaking small produce cooler - Gary F. **will attach tubing with John to big cooler.**
4. Security system. – **Jack looked into – can get same one as Tower Cleaners for \$250 on Ebay.**
5. Need two more mirrors and one put up correctly. – Joe will order \$59.00 each.
6. Need wax ring on toilet in women's bathroom – **Dorothy suggested we call our plumber/member Chris Provancal – 708/597-6314 or cell 417-2438. Karen will call.**
7. **Link Card** – Need to submit to ACS for machine equipment. Did so 08/18/11
8. **Cashiers – not signing up and still needed.** May be in August people are very busy, back to school, on vacations, etc. We will see in September if things change. Also will work on getting new people trained. Also need second trainings and will need LINK card training. Dorothy thinks we need a list of flexible volunteers can call in an emergency,
9. **Coordinators** – Getting Coordinators for volunteer positions has not been followed up on.
10. **Seals on silver freezers (is being done 8/18/00)**

New Issues:

1. **Large Produce cooler's compressor died.** Need to replace. Doing so to the tune of \$2,000
2. **What to do about 3-month passes coming due?** Joe decided to offer a promotion until the end of September; \$25.00 for regular members, \$15.00 for seniors. Get members to begin calling list of guest that have come in (cashiers, greeters, etc.) and mark or highlight that they have been called, to tell them about this special promotion. Joe said he will make sign.
3. **Marketing** – August is slow month financially. John suggested we hit the nearby farmer's markets. Karen can send e-mail to see who wants to promote us at Crete, Homewood, Frankfort Markets, etc. We decided to look more at marketing this fall – maybe need a special time for just this.
4. **Needing second phone line for debit machine.** Getting internet service did not provide us with ability to use debit machine and phone line at the same time. John to look into as he was told it would. Victor said that we could get "Magic Jack" can pay \$20.00/year for split line. Must talk.
5. **Internet package cost:** we pay premium costs \$40.00 for what. Need to downsize to \$25.00/mo. But first have to see if we can get debit machine line as part of package if possible.
6. **Refrigerator problem** - a refrigerator is going on and off in same place as other one we got rid of. Believe this could be outlet that needs changing. Gary suggested plug in to another outlet to see if this will keep it working. Also buy thermometers to let us know if it went off to determine real cause.
7. **Link Card** – Must submit forms to ACS to receive free EBT machine. Karen finished forms and sent. We are awaiting machine. Then we will have to train all cashiers. Also need to hang permit in store. Will get Perry to do.
8. **New product ideas** - Discuss more ways to get new product ideas and ways to make sure the new items become staples or move on.
9. **New Vendor.** Can we use new vendor "Tree of Life"? Joe said we can buy individual items from them versus case. Determined to fill out forms but wait to see if we get the members necessary to receive another shipment. No reason not to be ready however.
10. **Volunteer work schedule Problem** - Kathy concerned that her son Aaron was not able to get hours for the family because people were completing his job of downsizing boxes before he came in. Dorothy asked if he could come in earlier (be flexible), as the job is sometimes there sooner depending on truck delivery time. Aaron and Kathy agreed.
11. **Annual Meeting** –We are required to have an annual meeting once a year, which is usually October. We need to pick date & start planning. Send out newsletter to all, start posting on e-mail when the time draws near. Also make meeting a pot-luck. To talk more about later. Use funeral home again.
12. **Financial Plan Update:** Richard needs to get raw data from check book either before or after Doug Peterson uses for accounting. He will call Doug to get what has already been taken from June on.
13. **Sign Reimbursement.** Karen to fill out w-9 form to get reimbursement \$ for sign. Completed.
14. **Positions/jobs Still Needed:** Dorothy said we still need Monday and Tuesday night clean up people. Also need someone Wednesday to go through old produce (later at night) before new produce arrives. Ann wants people to dust/clean-up around window ledges, inside and out, empty trash daily. Could be done first thing when open. Not after we close.

Adjourned: 9:50 pm