

The Village Co-Op Market of Williamsville Board Meeting Minutes

When: Wednesday, November 15, 2023, | work session 5:30 / board meeting 6:30pm

Where: VIRTUALLY ON ZOOM VIDEOCONFERENCE ONLY

Zoom link: <https://zoom.us/j/3205921689> Meeting ID: 849 7354 6144

One tap mobile +1 (646) 876-9923, 84973546144# US (New York)

Attendees: Jim Walfrand, Jon Carmen, Steven Schultz, Mark Storch, Isra Jahan

Board Meeting:

- A. Reading of Mission Statement: Steven Schultz
- B. Approval of minutes from October 18, 2023
 - i. Motion to approve by Jon Carmen 2nd: Steven Schultz.
 - 1. All approve, motion passes.

C. Updates

- i. Membership – 1091 Member-Owners

Finance:

Evan's Bank Checking \$45,631.06

Total \$45,631.06

Expenses

Facebook Advertising (October) \$769.42

Katie Duquette (September Farmers
Market Hours) - #1099/Invoice 0000006 \$119.55

Mailchimp (October) \$108.75
Amherst Chamber of Commerce \$299.00
Everest - Google Form Ballot Limit Charge \$0.44
Sheridev, LLC - #1102/Invoice 10927009 \$5,471.35

Lynn Mancuso (Summer 2023
Flyering Project - #1100/Invoice 1 \$257.20

Total Expenses \$7,025.71

Available (pending open payments) \$38,605.35

Open Payments:

Creighton, Johnsen & Giroux (Professional
Fees for October) - #1101/Invoice 402 \$382.50

Total Open Payments \$382.50

Available after open payments are closed \$38,222.85

ii. Site Selection / Pro forma:

1. Nothing new to report.

iii. Established New Committees:

1. Grants Committee – Jim Walfrand, Mark Storch
 - a. We need to have a sit-down or Zoom meeting with Blue Cross Blue Shield to present the PowerPoint presentation that Jon created.
2. GM Recruitment – Mary Ellen Haefner
 - a. Nothing new to report. We need to have our Prospectus approved before we really start looking for a GM.
3. Design – Mark Storch, Steven Schultz
 - a. We hope to review the final contracts for construction manager and architect.
 - a. We will vote on it in the December Board meeting.
 - b. No work will start until Prospectus gets approved.
4. Tabling and Events Committee – Steven Schultz
 - a. Farmer's Market ended on Oct 28.
 - b. We hope to set up a table at the Village of Williamsville on 12/2 for their holiday program.
 - c. 11/25 is Small Business Saturday so we might be able to do something that day as well.
5. Financials – Jim Walfrand
 - a. Jim will have to submit a financial application in December to Shared Capital in Minnesota.
 - b. LEAF already has our application.
6. Prospectus / Capital Campaign – Jon Carmen
 - a. Looking to start the Capital Campaign on Feb 1st or around there. We are looking to raise 1.5 to 2 million dollars by selling shares/direct loans.
 - b. We are still waiting on the Prospectus to be approved.
7. Marketing – Jon Carmen
 - a. We are still advertising through Facebook.
 - b. Jon will reach out to Lloyd Taco Factory about a possible promotion with them.
8. Elections – Steven Schultz
 - a. Email was sent out on 11/13 to have everyone vote.
 - b. Another email will be going out on 11/24.
9. Flyering – Isra Jahan
 - a. Reached out to Kelly and she hasn't gotten back to me about whether or not she's done flyering.
 - b. Laura probably has flyers that she needs to give back to me.
 - c. Lynn Mancuso was paid out.

D. Questions / Discussion

E. Motion to Adjourn: Steve Schultz 2nd: Jon Carmen

- i. All Approve, Motion Passes

1. Meeting adjourned at 6:50 pm.

Next Meeting: Wednesday, **December 20, 2023**; Work Session – 6 pm, Board Meeting – 7 pm. Where: **Council Chambers, 5583 Main Street, Williamsville / Zoom**
videoconferencing
The Village Co-Op Market of Williamsville