

The Village Co-Op Market of Williamsville Board Meeting Minutes

When: Wednesday, September 20, 2023, | work session 5:30 / board meeting 6:30pm

Where: Williamsville Village Hall (5565 Main St.) and Zoom videoconferencing

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

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

Attendees: Jon Carmen, Mary Ellen Storch, Steven Schultz, Mark Storch, Isra Jahan

Board Meeting:

A. Reading of Mission Statement: Steven Schultz

B. Approval of minutes from August 16, 2023

- a. Motion to approve: Steven Schultz 2nd: Jon Carmen
 - i. All approve, motion passes.

C. Updates

a. Membership – 1032 Member-Owners

b. Finance:

i. Checking	\$45,836.19
ii. CD-2	\$10,151.06
iii. PayPal	\$ ----

iv. Total	\$55,987.25

D. Expenses Paid

1. Facebook Advertising (August)	\$897.76
2. Katie Duquette (August Farmers Market Hours Ck #1090/Invoice 000004)	\$87.45
3. Mailchimp (August)	\$119.63
4. Wegmans (Sweepstakes Gift Card)	\$162.90
5. Wegner CPA (Financial Audit Services for NYS Prospectus)	\$8,000.00
Total Expenses	\$9,267.74
6. Available (pending open payments)	\$46,719.51
7. Open Payments:	
a. Creighton, Johnsen & Giroux (Additional August Services Ck #1092/Invoice 275)	\$2,115.00
b. Jayna Kincade (Summer 2023 Flyer Project Ck #1089/Invoice 1)	\$69.75
Total Open Payments	\$2,184.75
Available after open payments are closed	\$44,534.76

E. Established New Committees:

- i. Grants Committee – Mark Storch
 1. ESD (Empire State Development) is reviewing grants, Mark reached out on 9/19, haven't heard back yet.
 2. Meeting with ESD is set for early October.
- ii. GM Recruitment – Mary Ellen Haefner
 1. Nothing new to report.
- iii. Design – Mark Storch
 1. We had a meeting on 9/12 to discuss proposals. The architect we agreed to discuss contract with was Sutton. The Construction Manager we agreed to discuss contract with was RP Oak Hill.
- iv. Tabling and Events Committee – Steven Schultz
 1. Tabling is going well. Steve went to Amherst Farmer's Market. We might want to think about tabling there for next year.
 2. Need to update swag.
 3. Steve also attended the Williamsville Business Association meeting.
- v. Financials – Mary Ellen Haefner
 1. Projection of upcoming bills that need to be paid, ie: Colby, Jonathan Johnsen.
- vi. Prospectus / Capital Campaign – Jon Carmen
 1. Jonathan Johnsen submitted everything to NY State via certified mail on 9/20.
 2. No movement on Capital Campaign because we're waiting on Prospectus to be approved.
- vii. Marketing – Jon Carmen
 1. July and August – Facebook Giveaway Campaign. We picked a winner – Linda Schultz.
 2. We collected about 1600 email addresses.
- viii. Flyers
 1. Flyering is going well, need to update the number on the flyer to 1000. It currently shows 800.
- ix. Additional Information
 1. Board application packages are due today, Jon Carmen and Nancy Corigliano submitted their packages so far.

F. Questions / Discussion

- G. Motion to Adjourn: Steve Schultz 2nd: Isra Jahan
- a. All Approve, Motion Passes
 - i. Meeting adjourned at 6:45 pm.

**Next Meeting: Wednesday, October 18, 2023; Work Session - 5:30pm, Board Meeting - 6:30pm Where: Williamsville Village Hall (5565 Main St.) / Zoom videoconferencing
The Village Co-Op Market of Williamsville**