

# The Village Co-Op Market of Williamsville Board Meeting Minutes

**When:** Wednesday, October 18, 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:

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A. Reading of Mission Statement: Steven Schultz

B. Approval of minutes from September 20, 2023

- a. Motion to approve: Jon Carmen, 2<sup>nd</sup>: Jim Walfrand
  - i. All approve, motion passes.

C. Updates

a. Membership – 1068 Member-Owners

i. Finance:

1. Evan's Bank Checking \$54,282.83

Total \$54,282.83

2. Expenses

Facebook Advertising (August) \$370.59

Katie Duquette (September Farmers Market Hours) - #1095/Invoice

0000005 \$345.45

Mailchimp (September) \$108.75

Total Expenses \$824.79

Available (pending  
open payments) \$53,458.04

3. Open Payments:

Creighton, Johnsen & Giroux (Professional Fees for September) -  
#1096/Invoice 363 \$2,010.00

Dylan Delgado (2023 Summer  
Flyering Project #1097/Invoice 0001) \$115.26

Kelly Guercio (2023 Summer  
Flyering Project #1098/Invoice 1) \$45.00

Cooperative Fund of New England  
Commitment Letter (#1093) \$2,700.00

Total Open Payments \$4,870.26

Available after open payments are closed \$48,587.78

D. Site Selection / Pro forma: nothing new to report. Pro forma is almost complete.

E. Established New Committees:

- i. Grants Committee – Jim Walfrand, Mark Storch.
  1. A large not-for-profit is interested in working with us, their grant program goes up to \$500,000.
- ii. GM Recruitment – Mary Ellen Haefner
  1. Mary Ellen will connect with Columinate which has a job board that can be used to find a GM.
- iii. Design – Mark Storch, Steven Schultz
  1. We have approved Sutton Architecture to do the architecture for the project.
  2. We will probably engage the architect to start on January 1<sup>st</sup>.
- iv. Tabling and Events Committee – Steven Schultz
  1. Farmer's market is winding down for the year, 2 more weeks to go.
  2. We will need some new signs if we decide to continue with the farmer's market next year.
- v. Financials – Jim Walfrand
  1. Audit was completed and sent to NY state.
- vi. Prospectus / Capital Campaign – Jon Carmen
  1. It's been about 30 days that the state has received the Prospectus. We can't raise any money or talk to anyone about specifics until the Prospectus is approved.
  2. We will probably start the Capital Campaign in early February due to holidays.
- vii. Marketing – Jon Carmen
  1. Marketing slowed down a little after the contest ended.
  2. We are still spending money on advertising and targeting people who gave us their email address.
- viii. Elections – Steven Schultz
  1. We have 5 prospective candidates and we are having a Meet and Greet today.
  2. The voting will happen by email in November, probably will be around 2 weeks long.
- ix. Flyering – Isra Jahan
  1. We paid out one person, Dylan Delgado. Two more people will be getting paid out within the month.
  2. Another person, Kelly, will be continuing to flyer throughout the month of October. They were given 200 flyers.

F. Motion to adjourn: Jim Walfrand 2<sup>nd</sup>: Jon Carmen

- a. All Approve, Motion Passes

i. Meeting Adjourned at 7 pm.

**Next Meeting:** Wednesday, **November 15, 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**