

The Village Co-Op Market of Williamsville Board Meeting Minutes

When: Wednesday, August 16, 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:

Board Meeting: Jim Walfrand, Mary Ellen Haefner, Mark Storch, Isra Jahan

- A. Reading of Mission Statement: Mary Ellen Haefner
- B. Approval of minutes from July 19, 2023
 - a. Motion to approve: Jim Walfrand 2nd: Isra Jahan
 - i. All approve, motion passes.

C. Updates

- a. Membership – 951 Member-Owners

b. Finance:	Balances –	Checking –	\$ 43,219.88
		CD-2 – (09/18/2023)	\$ 10,148.50
		PayPal	\$ 0.00

Total - \$ 53,368.38

- *NOTE: PayPal transferred on August 02, 2023 (\$2,596.86)*

- c. Expenses Paid (Major)

i.	Colby Development (Legal Fees)	\$ 4,500.00
ii.	New England Cooperative Bank (Loan Application)	\$ 100.00
iii.	Katie Duquette (Farmers Market Hours)	\$ 299.40
iv.	Creighton, Johnson & Giroux (Prospectus Filing Fees)	\$ 2,850.00
v.	Creighton, Johnson & Giroux (Fees July & August)	\$ 1,265.00
vi.	Savannah Penetrante (Flyer Project Summer, 2023)	\$ 195.00
vii.	Mailchimp (Exceed Contact threshold for July)	\$ 119.63
viii.	Mailchimp (Charge for upgrade)	\$ 43.50

Total Expenses Paid: \$ 9,372.53

Total Remaining Funds (Pending open payments) \$ 49,058.38

d. Site Selection and Pro Forma

- i. We will be holding a meeting with Colby Development to discuss the required work packages and receive updates on the site.
- ii. Our Pro Forma is complete.
 1. We have sent the pro forma out to several funders and included our business plan. We are currently waiting for the return of the documents and further discussions.

e. Established New Committees:

- i. Grants Committee – Jim Walfrand, Mark Storch.
 1. Empire State Development has suggested to the board to submit a funding request grants package.
 2. We are doing more research into grant opportunities.
- ii. GM Recruitment – Mary Ellen Haefner
 1. No current updates to report. We are still gathering expectations and requirements to help move forward.
 2. The task will move forward once our capital campaign is completed to help with funding.
- iii. Design – Mark Storch, Steven Schultz
 1. We have sent out six proposals to architects.
 - a. We have received two in return and are waiting for the return of the other four.
 - b. The board will be reviewing and discussion the returned proposals during the work session of our next board meeting scheduled for September 20, 2023
 2. We have sent out six proposals for construction managers.
 - a. We have received two in return and are waiting for the return of the other four.
 - b. The board will be reviewing and discussion the returned proposals during the work session of our next board meeting scheduled for September 20, 2023
- iv. Tabling and Events Committee – David Gardner, Steven Schultz

1. Main committee members are unable to attend tonight's meeting.
 - a. The board has been in discussions with several speakers and would like to begin planning a member get-together.
 - b. We are evaluating our participation in several fall events.
- v. Financials – Jim Walfrand
 1. There have been no recent updates, we are still waiting for the results of our audit.
 2. We are hoping to have the finalized audit by next week to move forward with submission to NYS for approval.
- vi. Prospectus / Capital Campaign – Jon Carmen
 1. There have been no recent updates regarding the capital campaign.
 2. We are still waiting for the returned audit to submit the finalized "Prospectus" to NYS prior to the capital campaign launch.
- vii. Marketing – Jon Carmen
 1. John has been updating the social media campaigns and will continue to advertise in this format.
 2. We have an active social media contest campaign, which is leading to member growth.
- viii. Board of Directors Addition(s)
 1. The board voted to add Isra Jahan as the newest director for the village of Williamsville cooperative market. We would like to thank her for joining us and we look forward to her contributions to the market.
 2. Isra has been managing community outreach through our flyer campaigns.

D. Questions / Discussion

1. The board would like to inform all member owners that they are invited to our upcoming capital campaign committee meeting which will be held on August 29, 2023 (Email for location will be sent out).
2. The meeting will cover expectations, volunteer requirements and specific duties related to the implementation of our capital campaign.
3. The board would like to emphasize the need for volunteers to help drive the capital campaign to success. If any member owner is interested in

helping out, please feel free to email us directly at:
info@villagecoopmarket.com

- ii. Member Owner asked if the sign located at the building site was the final production.
 - 1. Jim informed her that this was a temporary sign and stated an updated sign to be provided at a later date.
 - 2. There is a possibility of holding an open sign / design vote in the future (Member Owners).

E. Meeting adjournment

- i. Motion to adjourn: Isra Jahan 2nd: Jim Walfrand
- ii. All in favor: yes; Motion Passes
- iii. Meeting adjourned at: 6:30 PM

Next Meeting: Wednesday, **September 20**, 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**