

The Village Co-Op Market of Williamsville Board Meeting Minutes

When: Wednesday, June 21, 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, Jon Carmen, Mary Ellen Haefner, David Gardner, Mark Storch, Steven Schultz

- A. Reading of Mission Statement: David Gardner
- B. Approval of minutes from May 17, 2023
 - a. Motion to approve: Jon Carmen 2nd: David Gardner
 - b. All in favor: Yes; Motion passes
- C. Updates
 - a. Membership – 801 Member-Owners
 - b. Finance:

Balances –	Checking –	\$ 31,776.79
	CD-2 –	\$ 10,148.50
	<u>PayPal -</u>	<u>\$ 5,537.99</u>
Total -		\$ 47,463.28
 - c. Expenses Paid

i. Benderson Properties, Inc	\$ 21,885.42
ii. Wagner CPA's (2022 Tax Return).	\$ 750.00
iii. Seven Roots (30%deposit for Capital Campaign).	\$ 5,535.00
iv. Katie Duquette (Farmers Market hours for May 2023)	\$ 127.50
v. Katie Duquette (Farmers Market hours for June 2023)	\$ 265.65
Total Expenses Paid:	\$ 28,563.57
Total Remaining Funds	\$ 41,662.63
 - d. Site Selection / Pro forma:
 - i. We signed the lease, and it was accepted by the developers.
 - ii. The announcement took place at the location on June 20, 2023, and the board would like to take this opportunity to thank everyone that showed up to the event.
 - e. Established New Committees:
 - i. Grants Committee – Jim Walfrand, Mark Storch
 - a. Jim will be researching available grants and start the application process.

- ii. GM Recruitment – Mary Ellen Haefner
 - a. Mary Ellen has discussed recruitment with an outside advisor to help the board understand the type of experience needed to fill the position and how to properly source for them.
- iii. Design – Mark Storch, Steven Schultz
 - a. Mark will be meeting with our consultants to discuss the needs of the project and help obtain an architect to help with the design work.
- iv. Tabling and Events Committee – David Gardner, Steven Schultz
 - a. We will be continuing our farmers market as usual.
 - b. The board will be tabling at this year’s New York State Health Fair event.
 - c. We will be sending out a reminder email when we are closer to the date of the event.
- v. Financials – Jim Walfrand
 - a. Jim has meetings planned with several funding institutions that have shown interest over the duration of the project.
- vi. Prospectus / Capital Campaign – Jon Carmen
 - a. We are waiting for quotes and CPA work to be completed prior to submitting the Prospectus to New York State for approval.
 - b. The board has agreed to use the 7 Roots Organization to help plan and manage the capital campaign.
 - c. We are hoping to launch the campaign in early fall of 2023.
- vii. Marketing – Jon Carmen
 - a. We have seen a tremendous uptick in membership over the last week due to the media coverage.
 - b. Jon will continue to manage the social media accounts.

D. Questions / Discussion

- a. Will the Board be sending out the links for the “Go Fund Me” campaign.
 - i. Yes, an email will be sent out to all member owners explaining how everything works.

E. Motion to Adjourn:

- a. Motion Made: Mark Storch 2nd: David Gardner

b. All in favor: Yes; Motion Passes – Meeting adjourned at 6:48 PM

Next Meeting: Wednesday, **July 19**, 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**