

Coastal Organics Cooperative, Inc.

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Minutes of the Board of Directors

7 November 2013
Huntley House
Point Arena, CA

Call to order at 2:00 PM

Attendance:

Present: Phil Clark, Deb Heatherstonre, Patricia Schwindt, Dan Wormhoudt,
Mike Sakellaridis, Molly Morgan, Rick Beach

Members: None

Approval of Previous Minutes

15 October 2013 minutes: Patricia requested revision to the financial report in the minutes to report the corrected number for Sept 2013 as a loss of \$7,648. Motion to approve as amended [Patricia, Dan] approved with Deb abstaining

Privilege of the Floor

None

Treasurer's Report

AEDC (Arcata Economic Development Corporation)

Current balance is about \$55,000 and a balloon payment is due Dec 2014. Patricia talked with the loan officer and expects that AEDC will agree to interest-only payments during Dec/Jan/Feb. Patricia will follow-up with requested documentation.

Finance Committee

The Treasurer reported on the Board committee of the whole that dealt with co-op finances, held earlier in the day from 10:00 am to noon.

Proposed a meeting to determine a budget for the lean months of winter with Dan, Mike, Rick, Deb and Patricia

Proposed a meeting to revise the co-op chart of accounts with Joyce and Patricia

Proposed a meeting to understand and rationalize the Catapult General Ledger configuration with Mike, Joyce, Rick and Patricia

General Manager's Report (Mike Sakellaridis)

Personnel

Some turnover in the barista position. A workers comp injury due to knife cut.

Facilities

Compressor installed, so now beer is colder and electric bill may be lower.
Waffle iron purchased and will become a morning offering.
Roof leaks in the storage area for backstock needs repairs. Dan to draft letter to Oddfellows (landlord) for Phil's signature.

Operations

Considering winter hours. Board requested a Catapult report of sales by hour for weekend days.

Marketing

Signed up for Mendocino Visitors Guide advertising binder from JB Tourism Media Group that should reach 3,000 hotel rooms.

Prepaid Store Credit

Approximately \$4,950 received in prepaid store credit payments. Proposed to review prospects with Molly, Mike and Patricia.
Reaffirmed the need for \$20,000 in prepaid store credit for the lean months of winter.

Propane Buyers Club

In first 3 months of operation, Suburban Propane reports 1800 gallons. Mike will investigate the opportunity for the co-op to acquire its own propane tank and subscribe to this service.

Market Communications

Reviewed topics for Nov newsletter to be distributed by MailChimp to email addresses on file
Moved to donate a \$50 gift certificate for the raffle at the Martini Madness event at the Senior Center [Deb, Patricia] unanimous approval.

Membership Records

Deferred.

Board Project List

Deferred.

Conflict of Interest Policy

Deferred.

Liquor License Update

One vendor requires COD for beer deliveries until the co-op revises the liquor license. Rick will investigate with California Alcoholic Beverage Control (ABC) for the proper use of the forms.

Next Meeting

Dec 10, 2013, 4-6pm, Huntley House, Point Arena, CA.

Adjournment at 4:15 PM