

Brownsville Co-op

Minutes September 11, 2006

Present: Steven Brenner, Rhonda Horner, Marlene Logan, J.D. Cochran, Patty Linn, Marilyn Peterson, Laura Holbrook, Margy Riggs, Susan Richards, Brent Richards, Jake Jacobsen, Cheryl Haworth, Anne Stein, Penny Bridgman, Donna DiPietro.

Minutes: **not read**

Brownsville Co-op: Legal Entity and Bylaws – Steve and Margy

Margy has read the bylaws sent to us by 1st Alternative Co-op and they are very big and complex. She asked if we have any examples from smaller communities or Co-ops. Anne said there were some co-ops, not bylaws, in the ‘How to Start a Food Co-op’ manual by the Cooperative Grocer’s Information Network downloaded from <http://www.cgin.org/howtohtml>. The CGIN may also have access to bylaws, if we ask them.

We all agreed that we want to keep things as simple as possible as long as possible.

Committee Reports:

Buyers’ Club: Steven Brenner

Buyer’s Club Committee of Steven Brenner, Donna DiPietro, Jake Jakobsen and Don Lyon

Azure Standard – Quality Bulk and Natural Foods

We will be ready to make out our first order this week. It carries a \$465 group minimum / \$40 individual minimum. The **deadline for this order is 4 pm, Wed., September 13.** Delivery will be sometime (probably late am or early pm) on **Monday, Sept 18** at 205 Templeton (Penny Bridgeman’s home next to the Bramble House). She will call Steve when it gets there and he will email all who ordered. It comes in a refrigerated truck already packaged for the individual, although the frozen and refrigerated items are combined and will need to be separated out for each buyer. If you order something needing refrigeration and can’t get there quickly that day, get someone to pick it up for you so it won’t spoil. After this first order we will order monthly.

Procedure for those ordering first time:

Go on line to www.azurestandard.com and ‘Your Account.’

There, use your email address and the last 4 digits of fill in your personal information for ordering and payment. They will give you an account # which you should note somewhere you’ll remember.

First timers get to order a hard copy of their catalogue, so order yours and we can give them to the non-computer people.

Make an order for the **specific Co-op delivery date**, which Steve will tell us each month, and check out.

Shipping Address: Brownsville is on delivery truck routes D1 and D2 (depending on the week). In the beginning, when we are ordering only once a month, we will be using delivery route D1 only. The delivery address and phone # to use are:

Ship To Name: BROWNSVILLE CO-OP

Address1: 205 TEMPLETON ST.

City: BROWNSVILLE

State: Oregon

Zip: 97327

Phone Number: 541-554-4838

The orders will be unloaded from the truck into a tent with pallets to keep the boxes off the ground.

Ordering by non-computer people: Steve will work something out. Ask him.

Organically Grown in Eugene

Donna will go down to make her individual order on September 20. She would like some one or two hardy pioneer to order something small to try out the system. (Penny said she would.)

J.D. asked if there were additional **local grower** distribution alternatives. Steve asked her to check it out and report back.

Anne suggested that after we make our first orders, we write an **article for the Times** to generate more buyers and let people know about the service. She said that we would need some graphic picture either downloaded off the web site or from the catalogue since Don can't exactly photograph someone ordering (can he?) and we certainly don't want to publicize the delivery site. **Steve will do it.**

Marcola group request:

A small group from Marcola has asked if we could work out a 'group membership' for them for the Buyers Club only. Cheryl suggested that we ask \$25 plus \$5 per participating family [\$25 + 4 families x \$5 = \$45]. One of them would come pick up their order(s) and take care of their own delivery. The advantage to us would be the increased order size which helps with minimums and will increase our discounting at some point. They save on gas and gain access to better prices. **Consensus: do it.**

Farmers' Market

Anne Stein

Farmers' Market committee of Anne Stein, Marilyn Peterson and Jake Jakobsen.

Vendors: Vendors are generally happy and making money. Anne is planning a **vendor meeting Saturday Nov 4**, after the market is over, to discuss improvements for next year and

whether we can cooperate to see that produce missing from the market this year are available next year.

Jake reported some issues about policies and made suggestions. J.D. Cochran suggested that we create a **Vendor Guidelines** sheet, which vendors sign to ensure everyone understands the few rules we have. Jake and J.D.'s combined issues for inclusion were 1) being courteous to other vendors, customers and Co-op volunteers, 2) a non-competition agreement with Randy's, 3) after unloading, park away from the parking lot and 4) independent vendors gain booth sites on a weekly first come, first choice basis. There is no charge for their sites, but as the Co-op is a volunteer organization, donations are appreciated. **Anne will have a Vendor Guideline form ready for Saturday's market.**

Within the **Community Booth**, isolating the Vendor check in/out has helped, but not totally eliminated record keeping errors.

Equipment needed: Now that we have earned some money, Cheryl raised the issue of us starting to invest in equipment we need for the Farmers' Market, rather than relying on borrowing other people's things. After some discussion about cost, value and size, we decided to **buy two canopies** (either 10' X 10' or 12' X 12') with rain resistant coverings if we can get them for under \$200 @. We also will look for **two of the 6 foot plastic, fold-up tables**, like the Artist Group's. They should cost about \$50 @. Penny, Cheryl and J.D. are Costco members and will look there, BiMart and other places for the best deal. We also need a third 10 lb. scale which Steve will look for. Also Jake will work on a design we can build over the winter so that we can have several more canopies that will hold up well.

Liability Insurance: The application has been sent off. Anne will let Steve and Cheryl know as soon as she hears back from the agency.

Volunteers: Marilyn is getting enough and they are doing very well, despite us not having really trained anyone properly. However we can always use new blood and more numbers to give the *'old timers'* breaks.

Cashiers and Record keeping: We keep improving, but are still a ways from perfection. This last week Cheryl reported that we used only one cash box/cashier resulting in lines to buy, confusion and impatient customers. **We agreed to return to using three cash boxes.**

Community Gardens: Cheryl Haworth

Community Garden committee: Cheryl, Carla Gerber, Laura Holbrook and Rhonda Horner

The Lease is still not signed.

J.D. (466-3116) and Margy (466-3205) volunteered to join the committee. It will work on rules, plot layout and tilling. They also need to work on calling the people who responded to the survey about their options.

J.D. asked about access. Problem: The gate is too narrow for wheelbarrows and the park is closed to vehicles during the winter. Could we widen the opening (add post and get matching gate) and work out access with the city?

Co-op Financial report: Marlene Logan

Marlene reported that, as of September 8, **Community Booth revenue and vendor donations** have generated \$1182.15 in gross income with 818.55 returned to vendors for sale of their products for a **net income of \$363.60**. The Co-op has \$800 from dues for a total bank **balance of \$1081.21**. We have spent money only for fees to the State to get registered and a few incidental purchases (coin tray, paper).

Other Agenda Items:

Public Education

J.D. went to an OSU Extension mini-conference and reported that OSU is eager to help, if we can suggest what we would like them to do. We talked about and 'ASK ME' section of the Community Booth, where gardeners could ask Master Gardeners questions. We could also sponsor classes to help people grow (and cook) seasonal foods. This might be a good subject for discussion by email.

J.D. will get back to OSU and us about possibilities.

Brochures

Susan Richards offered to create a brochure for the Co-op and another for the Buyers Club.

We accepted her offers.

the Building

Rick and Randy have largely cleaned out the inside back and are about to begin on the roof. Anne has been solicited by Grant hunters for grants to businesses in the \$100,000 to 300,000 range. She has been trying to reach Willow Coberly (the building owner) about whether she wants to explore any grants.

Next Meeting will be on **Monday** evening, **October 9th** at Penny Bridgman's **Bramble House Restaurant** on north Templeton past Norm's Electric (off Hwy 228).