

# **Brownsville Co-op**

## **Board Minutes for Feb 18, 2008**

**Present:** Cheryl Haworth chaired the meeting, Margy Riggs, Anne Stein, JD Cochran, David & Tricia Thompson were present.

**Minutes:** read and approved

### **Financial Report:**

#### **Bank accounts – Margy**

\$5676 is in checking, \$5000 is in a 4 month / 4% CD for a total of \$10, 676.

### **Legal entity**

Cheryl reported on the Meeting with David Atkin. He recommended we form a 501(c) 4 – a non-profit, tax exempt, but not tax deductible organization which is a kind of catch-all, but without the very stringent rules which apply to a (c) 3.

**New Name** – The Calapooia Food Alliance narrowly won the vote.

We need to see what needs to be done next to get new Articles of Incorporation, an EIN, adjusted bylaws and do whatever necessary with the bank accounts.

### **Committee Reports:**

#### **Farmers' Market – Anne**

The Board has approved updated **Guidelines**, selected the **season** dates and times. Anne will have the new Guidelines ready by the March 1 Vendors meeting. The Season will open April 19<sup>th</sup> and close after October 25<sup>th</sup>. It will again be from 9 am to 1 pm.

We discussed a change in structure for all our projects – with a Board member becoming the Project manager / liaison to the person or group managing each project. Anne will be the Farmers' Market Board liaison, Steve liaison to the Buyers Club, and Cheryl the liaison to the Community Gardens. Gian will presumably work with Willow on whatever the store needs from us. Margy will work on grants for all the projects. how to restate the traits we want in a manager as skill sets which could effectively be used for recruiting the necessary personnel. **Tricia** said she would **help with that**.

**Community Booth** Cheryl will lead a meeting of people interested in the community booth (Trish, volunteers and vendors) to discuss how to have it function better.

We need to recruit a volunteer market manager, Community Booth manager and volunteer coordinator.

#### **EBT system** for the Farmers Market

Anne discussed the process toward starting the Oregon Trail card, etc. [**E**lectronic **B**enefits

Transfer or EBT] system. At the OFMA annual meeting and Direct Marketing Conference last weekend, she had extensive discussions with experienced market managers who have used the system, as well as Suzanne Briggs, OFMA's project manager who strongly advised that we start with just the Oregon Trail and Debit cards. The way the system works is customers would come to our community "banking station" within a Community booth. There they buy wooden tokens of distinct colors for either an Oregon Trail card or a Debit card. Debit card holders are charged a \$1.50 transaction fee adding to their total just like the banks do for using an ATM. The customers then spend their tokens at any vendors they choose (only produce vendors for the OT card). At the end of the market, vendors redeem the tokens customers have spent with them for cash or check. We are repaid direct into our account on the following Wednesday, but charged \$0. for each OT transaction. This way that cost is subsidized by the \$1.50 transaction charge the Debit card holders pay and we gradually have revenues to replace the cost of the wooden tokens which we must invest in. The EBT machine costs about \$600, but OFMA has grant money which will offset part or all of that cost.

First we need to apply for certification by the Oregon Department of Human Services for certification. We can't contract with a machine / software supplier until certification comes back from DHS. This will probably take up to 2 months, pushing the start of our season. Anne will report at the next meeting on the specific costs and benefits of the system and what she feels are necessities for us if we are to go ahead. **She was given permission to go ahead on applying to DHS.**

### **Buyers Club – Margy**

The Buyer's Club is expanding thanks to the orders of the Marcola group and another local woman who has been making large orders independently and now is ordering through us. Penny Bridgeman is interested in ordering for the Brambles and Joe and Linda DeZurney have expressed interest for the Corner Café as well. If all that happened we might be big enough to go to deliveries twice each month and to a larger discount, saving more money.

### **Community Garden –JD**

#### **School District site**

The contract between us, the School District and the city is going forward. A committee made up of School District Superintendent Ed Curtis, School Board member Rip (?) and City Administrator Scott McDowell representing the city and the Co-op will finish working out the final details of the contract. It will be a three year renewable lease for the "ball field" at the School District site for the entire growing/harvest season from March 1<sup>st</sup> through November 15<sup>th</sup>. When either the school District or the Calapooia Food Alliance decides to discontinue the Community Gardens project the city has agreed to spend up to \$500 to restore the grass if the School District so wishes. We will have immediate access to the site to cover the ground with cardboard for the beds. The Linn County Master Gardeners have been asked to designate the sites as official locales where Master Gardeners can work off their volunteer hours.

#### **Pioneer Park site**

JD and David and Tricia Thompson will have keys for the gate barring the access road at the edge of Pioneer Park along the Gerber's property to allow gardeners to gain entry by the gate year round.

### **Community Gardens Committee**

Kerin Levine has joined the JD and the Thompsons on the Community Gardens Committee and will take over writing the Newsletter and other writing duties for JD.

### **Ground Breaking Party**

JD hopes for a ground breaking party, perhaps on Saturday March 15<sup>th</sup> with the various partners doing information tables and with a seed exchange, Bake sale and raffle tickets.

### **Other –**

Margy requested a rough estimate budget for both the Community Gardens and the Farmers Market.

JD requested gas money for the Master Gardeners pest management workshop in Eugene which she and Anne will be attending. She also requested payment for ink cartridges for herself and Anne for necessary printing. Both expenditures were approved.

**Vendor Meeting: 10 am, Saturday, March 1<sup>st</sup> at Brambles Restaurant**

**Community Booth meeting: 9 am, March 1<sup>st</sup> at**

**Next regular Board Meeting: 7:30 p.m., Monday, March 17<sup>th</sup> at Randy's**