

SEATTLE
FARM
CO-OP

BOARD MEETING AGENDA AND NOTES

[Roadmap to Profitability](#)
[Seattle Farm Coop Business Plan](#)
[ONE PAGER](#)
[To Do List](#)

Date: 04/04/2017 **Start:** 7:00pm PT **End:** 8:30 PT **Location:** SFC Warehouse

1. ATTENDANCE & CHECKINS (1-2 mins each, max of 5 mins)

- **Ray Williams** (Pres)
 - Checkin:
- **Christy Cusick** (manager)
 - Checkin
- **Kendra** (Title)
 - Checkin
- **Natalya Roberts** (Title)
 - Checkin
- **Gavin Miller** (TITLE)
 - Checkin
- **Howard** (Education lead)
 - Checkin: Hillman city resident, recently joined the co-op.
- **Kaitlyn** (Guest)
 - Checkin: Recently moved here from New Zealand, originally from NJ. Chickens, horse riding, gardening, etc.

2. ADMINISTRATION (2 mins)

- **Facilitator:** Christy
- **Notetaker & Emailer:** Natalya
- **Approver:** Name
- **Time Constraints for meeting:** None

Upcoming Board Calls

- **Date:** 05/02/2017 **Start:** 7:00 pm PDT **End:** 8:30 pm PDT **Facilitator:**

3. HIGH FIVES (10 mins)

- Celebrate!
 - Two new potential board members!
 - First weekend of the chick sale - most are in their new home

- Updates on Awesome

4. **FYIS** (X mins)

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5. **OLD BUSINESS** (X mins)

- **Chick and Duckling Pre-Sale & Party - Report**
 - August grilled food
 - Most chicks went to their new homes

6. **NEW BUSINESS** (XX mins)

SFC Organization (XX mins)

- Administration
 - New policy (emailed by Christy)New Accountant - Christina
 - Insurance Update
 - Nursery license covered? Premium costs?
 - Next step: sign and pay. Policy needs to be in Ray's name (president)
- Financial Status Update
 - Finance Report - good sales month. Balance is around \$12,000
 - Taxes - quarterly taxes due; need to prepare yearly taxes for accountant in Eastern WA. The new accountant is preparing these now.
- Board
 - Four members are interested in becoming board members or committee positions (specifically education coordinator)
 - Position Overview
 - Need to set slate and organize roll
 - Ray - President
 - Ruth & Howard - Education Coordinators
 - Natalya - Treasurer
 - Kaitlyn - Secretary
 - Upcoming Elections
 - Advertise open board positions - Marketing/Outreach, Event Coordinator, Volunteer Coordinator
- Retail Shop
- Volunteer
 - Upcoming Tabling Opportunities:
 - Delridge Days (West Seattle)
 - Tukwila Event
- Education
 - Aquaponics Class Update
 - Seth has been teaching
 - A few people have been attending, not as many as we would like
 - Not using our space - where are classes being held?
 - Bee's
 - Communication with Beekeeping Association are difficult

- Communication Updates
- Other Updates

Warehouse / Retail Shop (XX mins)

- Sales/Marketing
 - Nerissa's marketing efforts
 - FB posts
 - Craigslist Ads
 - Newsletter
 - Making worm bins
- Communication Updates

Member Base (XX mins)

- Sales/Marketing
- Other Updates

7. **GENERAL / PROJECT UPDATES** (XX mins)

- Garden/Farm on the side of SFC warehouse
 - Fiscal Sponsorship from Grow - Ray has the application
 - Christy and Ray are planning and talking to relator
 - Most of supplies are ready to go

8. **TAKEAWAYS & TO-DO LIST** (5 mins)

- **Insurance** - Ray
- **Garden** - Christy and Ray

9. **TOPICS DEFERRED FOR NEXT MEETING** (5 mins)

[END]
