

**SEATTLE**  
**FARM**  
**CO-OP**

**BOARD MEETING AGENDA AND NOTES**

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

**Date:** 05/02/2017    **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: Just got back from a conference in KC, and about to head to Atlanta for his daughters graduation
- **Christy Cusick** (manager)
  - Checkin: Platedate all the kids and the pullets on the trampoline. There's about 10 to sell left.
- **Kendra** (Title)
  - Checkin: Getting a heat pump installed today to save on home efficiency
- **Natalya Roberts** (Title)
  - Checkin
- **Nerissa** (Manager)
  - Checkin: Working on building an arbor to grow concord and muscat grapes
- **Howard** (Education lead)
  - Checkin: Brought in starts and grape vines. He is hosting a plant sale on Sunday, May 14 at the Co-op
- **Kaitlyn** (Guest)
  - Checkin: Looking at more houses everyday.

**2. ADMINISTRATION** (2 mins)

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

**Upcoming Board Calls**

- **Date:** 06/06/2017    **Start:** 7:00 pm PDT    **End:** 8:30 pm PDT    **Facilitator:**

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

- Accountant Update (Christina)
  - Spending a lot of time fixing our QBs and doing general cleanup
  - Meesh dropped off some files that we needed back
- Insurance Update
  - Paid in full for the year (\$500)

#### 4. **NEW BUSINESS** (XX mins)

##### SFC Organization (XX mins)

- Administration
  - Minutes on the website
  - Wordpress: Linking QB with the Website
    - Could use an aesthetic boost
    - Would allow for e-commerce through the website and help North Seattle drop location and potential West Seattle drop location
  - Bylaws need to be on the website
    - Check Media storage on Wordpress
  - Nerissa needs access to Volunteer shift database (Caitlyn era)
  - Take volunteercoordinator@sfc email down from website.
- Financial Status Update
  - Finance Report
    - About \$2000 in the account to start for May. We paid a lot in taxes and had some catch up to do, found by the accountant.
  - Taxes - Still paying taxes (we paid about \$4000 last quarter)
- Board
  - Elections - Owen is reseaching free options to run the election. We have too many members to use the free option.
    - Bylaws say our election must be private so we cannot use a doc like the presale.
  - Position Overview
    - Potential Slate
      - Ray - President
      - Ruth & Howard - Education Coordinators
      - Natalya - Treasurer
      - Kaitlyn - Secretary
  - Advertise open board positions - Marketing/Outreach, Event Coordinator, Volunteer Coordinator
  - Natalya to coordinate board member bios section for the Newsletter
  - Change deposit email from the steering@sfc email address
- Retail Shop
  - Chicks (pullets) still for sale
  - Shelving is working (rodents have been much less)
  - Cage doors for feed racks need a place to go
    - Hang vertically in the hallway
  - Sales have been okay, but not great for Spring
  - Our inventory is also smaller right now
    - Hay hooks could be a selling item
    - We're out of straw - the next load will need to be loaded into the warehouse (hay in the sheds outside)

- Hay sale? Push on the website.
  - Some people are coming in for items we have had in the past
    - If we integrate our QB with the website it will solve this
  - Bird houses/owl houses are now ours - the consignment contract was over
    - Feature as a Mother's Day item
    - Nerissa will move them on Friday
  - Bee boxes are selling
- Volunteer
  - Need volunteer coordinator to run the table at events
    - Drop off fliers at the Tilth Plant Sale
  - Having our swag out at other people's booths is a better option for our capacity right now
  - Upcoming Events:
    - Coop Tour (July)
    - BAAMFest
    - Columbia City Farmers Market (opens tomorrow)
      - Kids table coverage
- Education
  - Aquaponics Class Update
    - High attendance two weekends ago
    - Communication with Seth
    - Updating our website to reflect classes that are not being held due to no sign ups - Nerissa emailed Seth
  - Mealworm Class
    - 5 people have signed up (verbally committed)
- Communication Updates
- Other Updates
  - Still waiting for permission on garden by the warehouse
  - Tilth's RB Urban Farm and Wetlands opening soon - June 17th
    - Talk to Skylar about doing something for the opening

#### Warehouse / Retail Shop (XX mins)

- Sales/Marketing
  - Mother's Day Plant Swap
    - Howard bringing in the Rotary group to boost event - has been marketing
      - **Board approves event**
  - Newsletter and Facebook page are doing great - thanks Nerissa!
    - There is both a Facebook Page and Group - functions of both?
- Communication Updates
  - Natalya to archive Yahoo group's intellectual property (Get admin info from Christy)
    - Eventually will get onto the website

#### Member Base (XX mins)

- Sales/Marketing
- Other Updates

### 5. GENERAL / PROJECT UPDATES (XX mins)

- Garden/Farm on the side of SFC warehouse
  - Waiting on permission from neighbor to scope out project
- Farm Co-op meeting with other tenants of the warehouse to discuss keeping lease
  - Christy scoping out other food hubs and talking about their challenges
  - Christy will talk with landlord to find out how he feels about the building
  - Negotiating utility bills with other tenants - SEED organizes
  - Christy to find physical copy of the lease

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

- Natalya (by 6/6/17) - Website updates: take down volunteercoordinator@sfc email, look for bylaws in the media storage,
- Natalya (by 5/5/17) - Send Nerissa board member bios for newsletter
- Nerissa - Push hay sales on social media. Feature bird/owl houses as Mother's Day item
- Christy (by 5/5/17) - Get SFC fliers, coupons to a booth at the Tilth's plant sale
- Christy - Look into coverage for the kid's table at the Columbia City Farmer's Market
- Natalya - Archive Yahoo knowledge base (get login info from Christy)

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