

Agenda  
Coteau Community Market  
Board of Directors  
April 4, 2022 Virtual Meeting

1. Motion to approve the minutes from the March 8, 2022, meeting
2. Financial report
3. Second reading of General Manager's Job Description
4. Diversity, Equity, and Inclusion statement
5. Should we do new bulk orders? (grains, beans, & seeds; steak burger)
6. Update on lease revisions
7. Update on capital campaign
8. Discussion about continuing fundraising
9. May meeting date?
10. Open
11. Adjournment

# Financial Report

April 4, 2022

	Details	Total
<b>Balance March 7, 2022</b>		<b>\$27,674.25</b>
<b>Income</b>		
Membership equity		\$900.00
Individual	\$900.00	
Institutional	\$0.00	
Student	\$0.00	
Stock		\$0.00
Donations		\$0.00
Member sales		\$0.00
Non-member sales		\$0.00
Sales tax collected		\$0.00
Sales tax collection allowance		\$0.00
Total income		\$900.00
<b>Expenses</b>		
Administration		\$0.00
COGS		\$0.00
Fixtures		\$0.00
Governance		\$0.00
Legal		\$0.00
Marketing		-\$36.22
Operating		\$0.00
Sales tax remitted		\$0.00
Total expenses		-\$36.22
<b>Balance April 3, 2022</b>		<b>\$28,538.03</b>

10 new members

website plugin, campaign flyers

**2022 South Dakota State Sales Tax Remitted by Coteau Community Market**

<b>Quarter</b>	<b>Sales tax state</b>	<b>Sales tax Wtn</b>	<b>Sales tax total</b>	<b>Taxable total</b>	<b>Tax collection allowance earned (1.5% of taxes collected)</b>	<b>Amount remitted</b>	<b>Date remitted</b>	<b>Confirmation number</b>
Q1	\$0.000	\$0.000	\$0.000	\$0.00	\$0.00	\$0.00	04/03/2022	1190954822463319501
Q2	\$0.000	\$0.000	\$0.000	\$0.00	\$0.00			
Q3	\$0.000	\$0.000	\$0.000	\$0.00	\$0.00			
Q4	\$0.000	\$0.000	\$0.000	\$0.00	\$0.00			
<b>Total</b>	\$0.000	\$0.000	\$0.000	\$0.00	\$0.00	\$0.00		



## General Manager Job Description

### POSITION SUMMARY

The job of the General Manager is to lead the cooperative and to oversee all operations of the market and the organization. The General Manager reports to the Board of Directors. The General Manager must be a member of the cooperative.

### COMPENSATION

This is an hourly position with a starting pay range of \$15-18 an hour, depending on skills and experience. Benefits include health insurance, paid time off, retirement matching, and employee discount.

### RESPONSIBILITIES

#### FINANCE

- Oversee financial operations of the cooperative, including budgeting, bookkeeping systems, and bank accounts, with board treasurer oversight.
- Collaborate with board on development of long and short range plans.
- Provide regular reports to the board.
- Investigate new business opportunities and make recommendations to the board.

#### HUMAN RESOURCES

- Oversee compliance with the cooperative's personnel policies and update as needed.
- Hire, train, coordinate, manage, schedule, evaluate, and terminate all staff.

#### OPERATIONS

- Establish and maintain a product mix responsive to the members' and community's needs.
- Ensure compliance with all applicable laws: licenses, permits, health regulations, employment, etc.
- Manage utilities, business insurance, facilities, and vendor contracts.
- Ensure a welcoming, safe, healthy, and clean workplace for all staff and customers.

#### OUTREACH/MARKETING

- Develop and execute an advertising and marketing strategy to increase public awareness, membership, and sales of the cooperative's products and services.
- Develop and manage educational events.
- Communicate information about the business to the members through a regular newsletter, social media, and the annual report.
- Engage staff, board, and members in community outreach and partnership development.

### QUALIFICATIONS

- Demonstrated ability to motivate, lead, listen to, and coordinate people.
- Direct supervisory experience in a management role.
- Computer and software skills and use of social media for outreach.
- Preferred experience with operations, capital, and budgeting.
- Ability to evaluate and determine appropriate strategic changes.
- Passionate about the local food economy.
- Knowledge of current trends in natural and local foods industry, sustainable and organic farming and livestock.

# **COTEAU COMMUNITY MARKET DIVERSITY, EQUITY, & INCLUSION STATEMENT**

You are a unique human being. We value you as you are.

*Adopted: April xx, 2022*

<b>Capital Campaign Summary</b>				
<b>May 13, 2021 through April 3, 2022</b>				
<b>What</b>	<b>Pledged</b>	<b>Received</b>	<b>Outstanding</b>	<b>Count</b>
Stock	\$44,400.00	\$13,400.00	\$31,000.00	19
Direct donations	\$1,560.00	\$1,560.00	\$0.00	8
Tax-deductible donations	\$7,650.00	\$7,650.00	\$0.00	7
Memberships	\$7,000.00	\$7,000.00	\$0.00	55
<b>Totals</b>	<b>\$60,610.00</b>	<b>\$29,610.00</b>	<b>\$31,000.00</b>	
campaign goal	\$120,000.00			
% of goal	50.51%			

March 8, 2022  
Minutes (Draft)

Coteau Community Market  
Board Meeting, March 8, 2022  
Via Google Meet

Meeting called to order by board chair Annie Mullin at 6:33 pm and informed those present that due to her illness, the Treasurer, Mike, would chair the meeting. Members present: Ron Hagen, Jen Moos, Annie Mullin, Mike Mullin, and Carmen Redlin. Also present: Jan Mullin and Roberta Hagen.

Motion by Ron and second by Jen to approve the minutes from the February 7, 2022, meeting. Motion passed unanimously.

Financial report (attached) was presented.

Motion by Jen and second by Ron to adopt the Accessibility Policy (attached). Motion passed unanimously.

During discussion of the General Manager's Job Description, Jen said that she was thinking that the wage would be around \$20 an hour. Carmen asked about the difference between the salary and the total cost to the market.

An update on the capital campaign (attached) was presented.

On the open:

- Annie requested that board members email her testimonials that she can post on social media.
- Carmen said that she would be gone from May 1<sup>st</sup> through May 14<sup>th</sup>. It was decided to discuss changing the meeting date for the May meeting at the April meeting.
- There was discussion about if or when to stop fundraising. That will be a discussion topic for the next two meetings.
- Annie will check with Three Acorns, LLC, about the lease revisions she sent them.

Meeting adjourned at 7:05 p.m.

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Mike Mullin, Secretary

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Annie Mullin, Chair

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Approved Date



# Financial Report

March 8, 2022

	Details	Total
<b>Balance February 4, 2022</b>		<b>\$27,339.47</b>

## Income

Membership equity		\$0.00
Individual	\$0.00	
Institutional	\$0.00	
Student	\$0.00	
Stock		\$400.00
Donations		\$0.00
Member sales		\$0.00
Non-member sales		\$0.00
Sales tax collected		\$0.00
Sales tax collection allowance		\$0.00
<b>Total income</b>		<b>\$400.00</b>

## Expenses

Administration		-\$25.07
COGS		\$0.00
Fixtures		\$0.00
Governance		\$0.00
Legal		\$0.00
Marketing		-\$40.15
Operating		\$0.00
Sales tax remitted		\$0.00
<b>Total expenses</b>		<b>-\$65.22</b>

stock paperwork, board packets, Google Meet

window signs, campaign flyers

<b>Balance March 7, 2022</b>		<b>\$27,674.25</b>
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# **COTEAU COMMUNITY MARKET POLICY: ACCESSIBILITY**

Coteau Community Market will make all reasonable accommodations and take into consideration arrangements that will make it easier for those with physical, mental, social, or economic barriers to access the market.

*Adopted: March 8, 2022*