

Agenda
Coteau Community Market
Board of Directors
April 15, 2026
1192 4th Street NW
Watertown, SD

1. Motion to confirm email vote to appoint Lisa Peterson to the Board of Directors.
2. Motion to approve the minutes from the July 7, 2025, meeting
3. Financial report
 - 3.1. Motion to approve \$300 in-kind stock to Annie Mullin for website hosting, August 2024-July 2025
 - 3.2. HFFI grant update
4. Annual meeting
 - 4.1. Date: June 13, 2026
 - 4.2. Location: 1192 4th Street NW. Watertown, SD
 - 4.3. Postcards
5. Open
6. Adjournment

Coteau Community Market
Board of Directors
July 7, 2025
1192 4th Street NW
Watertown, SD

Chair Annie Mullin called meeting to order at 8:49 am. All board members present: Annie Mullin, Chair; Ron Hagen, Treasurer; Mike Mullin, Secretary; Jen Moos, and Jan Mullin.

1. Motion to approve the minutes from the May 19, 2025, meeting. Jen moved and Jan seconded. Passed unanimously.
2. The minutes from the 2025 annual meeting were reviewed. No changes needed.
3. Financial report: Annie explained the report.
4. Discussion of general manager job description
 - Jen made the motion that the manager's pay rate should be changed to \$20 to \$25 per hour. Second by Ron. Motion passed unanimously.
5. Annie reported that she had found a point of sale (POS) system that has all the things needed and that it cost way less then the other systems.
6. Stock dates in paperwork
 - Motion by Mike that the year of end date be changed to 2030. Second by Jan. Motion passed unanimously.
7. Proposed updates to producer and product policy
 - Jan moved that the producer policy be changed to read "...encouraged to be members." Second by Jen. Motion passed unanimously.
8. There was discussion about mailings to contact area producers just before the store opening. Jen suggested that the letters include print copies of the paperwork and that the producers be called before the letters are sent to let them know the letters are coming. She also said she would donate some stamps for the postage.
9. Annie reported that she would start to plan workshops with state and extension experts (federal and state legal requirements, food safety/good agricultural practice standards, etc.) and food quality acceptance guidelines.
10. Annie reported on the order frequency and amount for orders from Co-op Partners Warehouse and other wholesale accounts. She asked Jen about the status of the meat processor start up in Webster. Jen will find out what she can.
11. Location updates
 - Post office will not allow a truck to park in the back lot to unload.
 - Estimates for work needing to be done by the landlord and for work the co-op is willing to pay for were presented. The contractor wants a down payment and signed contract in order to keep the time committed.

- Bathroom will require extensive work to be made ADA accessible.
- Annie has shared an option with the landlord for a rubber ramp for the front entrance.

12. During the discussion of the go/no go options if the grant is or is not approved the consensus was that the landlord would have to agree to a one year lease and to pay for the improvements that would be to the building. Jen made the motion that if the landlord agreed to a one year lease and to do his share of the improvements that Annie be authorized to sign the lease. Second by Ron. Motion passed unanimously.

11. Annie showed some ideas for window graphics content and asked for suggestions. Jen suggested pictures. One idea was a picture of a crop in the field with or without a farmer.

12. Open: Nothing

13. Next meeting to be in August with the date to be determined.

Adjourn 10:24 am.

Mike Mullin, Secretary

Annie Mullin, Chair

Approved Date

Financial Report

April 14, 2026

	Details	Total	
Balance July 7, 2025		\$1,249.15	
<i>Income</i>			
Membership equity		\$100.00	
Individual	\$100.00		
Institutional	\$0.00		
Student	\$0.00		
Stock		-\$5,000.00	stock buy back – Hohnstadt
Interest		\$508.04	Reliabank CD
Total income		-\$4,391.96	
<i>Expenses</i>			
Administration		-\$75.70	2025 annual report, mailed 2024 taxes, mailed Hohnstadt check
Marketing		-\$47.20	website caching plugin
Federal taxes		-\$9.00	
Total expenses		-\$131.90	
Reliabank CD matured		\$30,000.00	
Balance April 14, 2026		\$26,725.29	Reliabank checking account
Reliabank CD		\$0.00	matured Sept. 15, 2025
interest earned			
Total cash on hand		\$26,725.29	

2026 South Dakota State Sales Tax Remitted by Coteau Community Market

Quarter	Sales tax state	Sales tax Wtn	Sales tax total	Taxable total	Tax due	Amount remitted	Date remitted	Confirmation number
Q1	\$0.000	\$0.000	\$0.000	\$0.00	\$0.00	\$0.00	04/14/2026	1170943822465597610
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			
Total	\$0.000	\$0.000	\$0.000	\$0.00		\$0.00		

2025 South Dakota State Sales Tax Remitted by Coteau Community Market

Quarter	Sales tax state	Sales tax Wtn	Sales tax total	Taxable total	Tax due	Tax collection allowance earned (1.5% of taxes collected)	Amount remitted	Date remitted	Confirmation number
Q1	\$0.000	\$0.000	\$0.000	\$0.00	\$0.00	\$0.00	\$0.00	04/15/2025	1115310822464996291
Q2	\$0.000	\$0.000	\$0.000	\$0.00	\$0.00	\$0.00	\$0.00	07/06/2025	1073754822465117932
Q3	\$0.000	\$0.000	\$0.000	\$0.00	\$0.00	\$0.00	\$0.00	10/20/2025	1165740822465315695
Q4	\$0.000	\$0.000	\$0.000	\$0.00	\$0.00	\$0.00	\$0.00	01/17/2026	144638822465455166
Total	\$0.000	\$0.000	\$0.000	\$0.00	\$0.00	\$0.00	\$0.00		

Sales tax collection allowance discontinued July 1, 2025.