

# Open Harvest Board of Directors

## Approved Meeting Minutes

January 5, 2009, 5:30 – 7:45 p.m. at Irving Rec Center  
2010 Van Dorn Street

- Present** Jackie Barnhardt, Justine Carmer, Michael Henry, B.J. Birkel, Kelsi Swanson, Carla McCullough, Jim Nelson, Scott Renken, Dave Eckmann, Keith Dubas, Ingrid Kirst, Miles Bryant, Bob Hutkins, Sara Moshman, Len Schropfer, Bobby Morrison, Jon Ihrig, Gail Kendall, Tim Arkebauer, Margot Conrad, Alisa Kushner, Mary Rachael
- Absent** Alene Swinehart, David Murphy, Maggie Pleskac, Mary Jane Gruba
- 5:37 p.m.** Introductions amongst staff, Board members, and guests.  
Accept Consensus items and Agenda.  
GM Report: accounts payable ratio to inventory (.89), debt to equity (1.03), and current/previous bank balance shared.  
Sales History, Sales per Customer, Sales Mix and trend comparing 4<sup>th</sup> quarter to 1<sup>st</sup> and 2<sup>nd</sup> quarters shared with handout.  
Advertising and promotion shared by Kelsi Swanson including flyers of full-color ad for Journal-Star for the 1<sup>st</sup> Wednesday of every month, with new ad dates repeated throughout the month with the addition of “grocery store” put in the ads vs. just “co-op and defining “local,” i.e. supporting local farmers.  
Reduction of Volunteer discount to 10% recently implemented – refer to Jim Nelson’s article in News Bites, '09 Winter Issue.
- 6:03 p.m.** L2 Report: no concerns  
L3 Report: no concerns  
L8 Report: changes made to include adding Merchandising Manager (MM), Kelsi Swanson, after Assistant (General) Manager (AM), Margot Conrad, and General Manager (GM), Jim Nelson in Chain of Command, and in the unlikely case of the absence of GM, AM, and MM, the further Chain of Command for in-store operation is Melissa Dowty and Pam Hetrick.  
Reports accepted as compliant.
- 6:09 p.m.** 2009 Calendar: discussion included June Board elections, October Annual Meeting and November Board Officer Elections. Keith Dubas recommended the Officer Elections be moved up prior to the Annual Meeting. Tim Arkebauer recommended moving them up, but questioned when. Noting that if it were to be moved to August then the first responsibility of a new Chair would be the GM Evaluation. Miles Bryant quested if the proposed change to August

to be effective in August. Ingrid Kirst suggested the Board Officer Elections to be changed to August but to be come effective in October. Dave Eckmann suggested a look at the By-Laws, in the meantime the current change to the 2009 Calendar is to move the Board Officer Elections to August.

Jackie Barnhardt questioned the date of the Spring Ownership Drive set in April re: recent staff discussion to move it to February. No date has been set, so the Spring Ownership Drive has been temporarily removed from the 2009 Calendar.

Carla McCullough questioned the date of November for the Setting of Ownership Goals and Keith Dubas recommended the Policy Committee postpone acceptance until next month and email changes to Ingrid Kirst, the Chair of the Policy Committee.

- 6:26 p.m.** Policy Committee Report: Committee did not meet  
Member Loan Committee Report: partial Committee and volunteers met to compose letter to be sent to Membership and plan Membership Open House. Gail Kendall and Miles Bryant will decide upcoming planning meeting.  
Volunteers and Board members are encouraged to attend the upcoming informal gatherings about the Member Loan Campaign to be held at Alene Swinehart's home, 1834 Ryons Street, on Wednesday, January 14<sup>th</sup> from 5 to 7 p.m. and Sunday, January 18<sup>th</sup> from 1 to 3 p.m. Keith Dubas will send out an email for people to sign up for dates and times.
- 6:31 p.m.** GM Contract and Bonus Structure: Miles Bryant and Keith Dubas have met to discuss Bonus Structure, however that amount could be different during expansion. New contract needs to be written: Colleen Nygren and Keith Dubas will be meeting. Discussion included portion of the Bonus that is at the discretion of the Board, which in the past was based on Sales. Jim Nelson suggested that the cash flow be taken into consideration.
- 6:38 p.m.** GM Report on Status of Relocation and Expansion: 1/31/09 is the acceptance deadline for relocating to previously designated site. Jim Nelson reminded the Board that the Market Study for that location was done under "good economic times." Discussion included the first two options disclosed and discussed in Keith Dubas' article in News Bites, 2009 Winter Issue; (Plan A) potential relocation to Indian Village Shopping Plaza or (Plan B) securing additional space at the store's current location. Jim Nelson confirmed Plan B is still open for discussion with another lease holder. Discussion included informing the guests at this Board Meeting the current situation of (Plan A) within confidentiality

constrictions; comparing and contrasting the two options, the impact of the economy and the long-term expense.

- 7:07 p.m.** Member Loan Campaign: as of 1/5 \$159,000 has been brought in with 72 loans.  
No personal responses to newsletter.  
Meeting set for 1/8 for Member Loan Committee. Jim Nelson will send out an email to Committee Members and Volunteers.  
Guest Jon Ihrig raised questions re: fundraising and it was recommended that he attend the Member Loan Committee Meeting, upcoming informal gathering on 1/14 or 1/18, or meet with some of the individual Committee members. Discussion included Jim Nelson outlining the need for a 5 month window for relocation and/or expansion, and that the store would need to be up and running by August 1<sup>st</sup>.  
Discussion included staff members attending this Board meeting expressing their wants and needs. Michael Henry stressed that the staff “just wants a resolution.”  
Additional closed Board Meeting set for discussing Plan A and Plan B, 1/19 at the Administration Building, 2012 South 13<sup>th</sup> Street.
- 7:37 p.m.** Keith Dubas expressed thanks to Board Members who volunteered over the holidays.
- 7:39 p.m.** Guest, Len Schropfer, brought up the use of checks and the need to show identification slowing down the lines at check out counters. Jim Nelson discussed the need for this policy.
- 7:42 p.m.** Guests shared alert sent out by R-CALF; currently the Department of Homeland Security plans to relocate the Plum Island, NY animal disease research lab to the campus of Kansas State University. Researchers would develop tests to detect foreign animal diseases, including foot-and-mouth disease and have live strains on-hand, as well as zoonotic diseases (those transmitted from animal to humans), and also would develop vaccines or other countermeasures to “protect agriculture and food systems in the United States.” Concerns were raised as to logic of this relocation to the “heart of cattle-feeding country.” Recommendation is to send comments in protest to [nbaiprogrammanager@dhs.gov](mailto:nbaiprogrammanager@dhs.gov)
- 7:45 p.m.** Adjourn

Respectfully Submitted,  
Mary Rachael

**Next Meeting:** February 2, 2009 from 5:30 to 7:30 p.m. at Irving Rec Center