



Chatham Marketplace April 2017 Board Meeting

4/26/17 5:30-8 PM @ Jenny McLaurin's Shop

Members Present: Tom Morris, Craig Kolman, David Misenheimer, Sasha Konkel, Sarah D'Amato, Jenny McLaurin, and Debbie Cameron,

absent- David Dellea

Guests: C.C. Maurer

Board decisions in bold italics. Action items highlighted.

Accepted minutes from last month's meeting.

Finances - Jade Barker, our CDS consultant, recommended that we reaching out to a variety of sources, including Self-Help Credit Union, in combination with any other ideas we might have to ensure CM has enough money to operate effectively and reduce vulnerability from possible equipment failures or other financial hits. We reviewed the finance committee notes.

GM reporting- First quarter sales were better than fourth quarter 2016, however sales are still low compared to previous years first quarter. Staffing is tight. Annual party coming up.

B1- MUST SEND IN THE FINANCE FILINGS TO NC SECRETARY OF STATE. **David M will get filing up to date and will email the board and let us know the status. (see more below)**

Accepted B1 report except item #1 which is out of compliance. We would like to see a business plan to increase sales and profit. (SPINS, etc)

David D - **Can you remind us how much we paid for CDS, Cocofist, NCG, and any other of these types of programs?**

Board Business -

Loan - The Board moved to contact Self Help Credit Union in Durham NC to see what they can offer regarding a loan to CM (e.g., amounts, terms of repayment, etc). **Sarah will contact them to let them know who we are, what we are, where we are, and to find out what information they need from us, and will let us know what she learns.**

We should consider whether there would be an advantage to CM to consolidate our loans, although we currently have only 2 loans that we are actively repaying - "Bringing It Home

Chatham” and “NCG Cooler Loan”. Let them know who we are, where we are, and find out what they need from us.

Bylaws - We ALL need a copy of these. Need to find out where/how to get them. Sarah is tracking down the latest version. [Note: Sarah tracked down the latest copy and posted them in the folder "Policy Manual" on the CM Board Google Docs site.]

Annual Finance Filings with the NC Secretary of State - David M will get CM up to date on this requirement. He will also change the CM contact and address to David D at the CM Store address for notifications from the NC Sec of State. Melissa Frey is still listed as their contact for CM. However, DO NOT CHANGE THE ADDRESS BEFORE FILING.

Next Monthly Call with CDS Consultant - May 9th, 8pm with Jade Barker

CM Anniversary Party - Saturday, May 20th.

Add letter to the Annual report David M wrote. Add the Local vendor sales, taxes paid, etc, similar to last year (Sasha gave Jina last year's report so she could start putting those numbers together for the report).

Sara will send out the Annual report template and will help with it after May 9th. Tom can work on it next week.

Set a specific time on the Board monthly meeting agendas to let owners and employees come to the board and talk to the Board about their ideas and concerns. (Tom-please add this for next meeting). Announce at the Anniversary party. Have this time be at the beginning of the meeting after the reading of “The Ends”.

Launch a CM Fundraiser on May 20th - We will talk about this more on May 10th. Sasha, and/or Craig will visit the scrap exchange for ideas about this. Sasha will come up with something! Jenny will ask Raj where he gets t-shirts for the Reindeer Run.

Recruiting new board members - Deadline to submit a Board member application is Friday, May 28. All applicants need to submit a photo, brief bio, and why they want to be on the board. Ask cashiers to remind shopping owners to vote. Craig will send out an email blast about the elections and the Friday deadline for applications. 1 vote for each membership (e.g., families with a single membership do not get multiple votes).

Next Board meeting:

- **May 10th - At CM Meeting space, 5:30-7:30**
 - Jenny’s last board meeting?? (term ends)
- **Agenda:**
 - Hear from Kyle, Chatham Economic Development Corp
 - Visioning
 - Last minute prep for annual meeting

Other upcoming events:

- **May 6 - CBLD workshop in Raleigh...8:30am-4:30pm**
- **May 24 - no Board meeting?? (this is the date for our regular monthly mtg)**