

**Port Orford CommUnity Co-op**  
**Board of Directors Meeting**  
**April 25, 2013**  
**3:00 pm, Co-op Building,**  
**AGENDA**

**I. Call to Order: 3:05PM**

**II. Establish a Quorum**

**A. Directors present:**

Pamela Berndt, Sheila Oberg, Mike Murphy, Kean Fleming, Anna Cruz, Laurie Prouty.  
Absent: Mary Jane Labelle

**B. Other Members:** Marjorie Bromser, Rick Hazard, Foncy Prescott

**C. Guests**

**III. Public Comments**

No comments

**IV. Approval of Minutes of 4/11/13 Board meeting**

Anna makes a motion to approve minutes, Sheila 2nds, approved, Mike and Laurie abstain.

**V. Treasurer Reports:** Savings balance: \$2,520.15, Legal balance: \$308., Savings for challenge balance \$1,813. Checking Account: \$7,588.57. Pay pal money not accounted for \$922.15- Pamela will check into the pay pal account. Laurie will contact Nancy to be sure to forward any pay pal emails to Mike asap being as we have 30 days to reply. Mike will respond back to Nancy letting her know he received info.

Sheila makes a motion to approve treasurer report, Pamela 2nds. Approved.

**VI. Committee Reports**

**A. Fundraising:**

1. Anna said raffle is up and running. Kean, Laurie, Pamela and Rick will all take a packet to sell raffle tickets. Board members are not eligible to win. Laurie will contact Donna Roselius to sell them at her event this weekend. All board members are encouraged to sell tickets.

2. Dinner/Theatre- Sheila reports that the Community Center is available for Sept. 7 and large enough to hold over 100. She talked to Perri Rask about coordinating a theatre program for that date. Perri's group is already planning a musical for the Fall. They will do a benefit performance for us. Perri will come and talk to us at the next meeting. Norma Anderson was contacted for details about the Rotary benefit. They cleared over \$10,000, cost them \$2,000. Marjorie suggests a theme for the food to relate to the play and also could we be their opening night? Sheila will write up a summary of the proposal. Mike will consult with Frank Smith about selling alcohol.

3. Kean and Rick made contact with Jim Seeley. They were recommended to talk to committee members, Harry Hoogestegar and Leesa Combs who are on the board to proceed with the correct channels for obtaining a grant. Kean will contact Cathy Boden to form a partnership with her watershed committee. Everyone agrees it would be good to have more connections with non-profits.

4. Kean suggests Fundraising committee meet May 6<sup>th</sup> at 3:00pm.

**B. Building Renovation:** Laurie, Pamela, Anna, and Rick all met with Joyce Kinney to discuss kitchen's potential. Agreed we need to have all equipment checked out, need to find out what is required by the ODA to be a certified kitchen, work on a list of what we need and what we can get rid of to start cleaning it up. All agreed to have the floor repaired with the laminate boards, cut out an arch opening between the kitchen and eating area and to paint the interior with a white wash. Next work party not scheduled.

**C. Business Meeting.** No report this week, meeting next week

**VII. New Business**

**A. Work a thon presentation-** Foncy reports that she hasn't heard back from the people meeting with the social networking. Anna talked to Chris Nichols from Driftwood school about doing work for the school and Chris was very positive. Sheila talked to Linda Smith about the community garden, there could be work there to do. Laurie suggested building garden beds

**Port Orford Community Co-op**  
**Board of Directors Meeting**  
**April 25, 2013**  
**3:00 pm, Co-op Building,**  
**AGENDA**

at Common Good. Foncy and Laurie will meet with Bill McArdle to discuss potential garden idea. Recommended that the fundraising committee gets together and come up with the chosen project. Members like the idea of helping those in need. Is there anything we could do for the "Green Building"? Co-op project workday could be second phase. Foncy suggested to get workers we need to reach out with email and then make phone calls. Ask people if they want to do the work or would they rather pledge. Need to have two coordinators- Foncy and someone else to work with. Successful event requires good relationships with your group, provider, and providing refreshments. Need 6 weeks to 2 months to pull it together. Foncy will come up with step-by-step guideline. Potential gain could be 10 workers bringing in \$2,500-\$3,000.

- B. Lease Agreement Options:** Our business plan doesn't include our agreement with Rick for leasing building. Rick would like to get \$600.00 a month with 2% interest (\$554.43 goes to the principal x 30 yrs.) Total building cost is \$150,000. Rick will come up with an agreement form for us to sign.
- C. Maurisa's kitchen:** Pamela called Maurisa and left a message to see what kitchen supplies she has and ask her if she could come to the store to meet with us.

**VIII. Old Business**

- A. Seaweed Inventory:** We do have an equipment and inventory list from Michael but it is over a year old. Sheila and Laurie will talk to Mike to update proposal. We all agree we do not want to sell supplements and would like him to sell as much of his inventory as possible.
- B. Certified Commercial Kitchen:** Kean researched being certified with the ODA or the County. We agree to be certified with ODA being as our business will be 51% or more in retail grocery sales. Kean will talk to Dan Hull with ODA to come and talk with us. The license begins July 1<sup>st</sup> thru June 30<sup>th</sup>. It will be approx \$300 to start, following years will be reflective of our sales.
- C. Annual Fee: \$25.00-** Decided to table discussion until we have more info as to how other co-ops are set up. Business committee could research options. Membership does not start until the opening day of the co-op.
- D. One pager -Why join the Co-op :** Kean wrote up a one pager for us all to review and give feed back. Discuss at the next meeting.

**IX. Discussion Items**

- A. Bike Rest Stop:** Rick presents the Ford Foundation Leadership project. Project will be a bike rest stop. Proposal for Port Orford site would be on the city property on the co-op's right of way on 8<sup>th</sup> St. Sheila motioned to accept proposal, Pamela 2<sup>nd</sup>. Approved. Mike will fill out "right of way" form.
- B. Propane Tank:** Rick had the propane filled- it is set up for automatic refill.
- C. Farmer's Market:** Farmer's Market group would like the option of having the Saturday Market in the parking lot of the Co-op. Discussion on pros and cons. Resolved that Rick will check with our insurance company to see that if we were to allow the market in our parking lot, would it not increase our fees. If no increase, we will allow the market to happen. Saturday Market Meeting will be this weekend to decide our location, either Hawthorne or Co-op parking lot.

**X. Next Meeting: May 9, 2013, 9am**

**XI. Adjourn: 5:41**

Minutes by Laurie Prouty

**Port Orford CommUnity Co-op**  
**Annual Member Meeting**  
**March 14, 2013**  
**6:00 pm, Freedom of Speech Room, Port Orford Library**  
**MINUTES**

- I. **Call to Order:** 5:52 pm
- II. **Establish a Quorum:** 61 members eligible to vote leads to a requirement of 7 members for a quorum.
  - A. 39 Members (with 3 associated household members) present: Jim Auburn, Beverly Bacak, Paulianne Balch-Rancourt, Pamela Berndt, Cathy Boden, Grace Bonnell, Marjorie Bromser, Tom Calvanese, Carren Copeland, Anna Cruz, Kathryn Davis, Jordan Dawn, Kristi Disbrow, William Dooley, Nancy Dowdy (Ed Dowdy), Victoria Eells, Kean Fleming, Nancy Fraser, Rick Hazard, Cindy Hitt (Stan Hitt), Warren Jewell, Mary Jane LaBelle, Dale Lee, Walter (Don) Lewis, Jerry McManus, DeEtte Miller, Michael Murphy, Milton Nelson (Shirley Nelson), Sheila Oberg, Foncy Prescott, Laurie Prouty, Jack Pruitt, Tyson Rasor, Donna Roselius, Linda Smith, Susan Stevens, Stephanie Webb, James Wegener, Amy Wilhite (Jason Wilhite)
  - B. Guests: Five guests
- III. **Welcome:** President Rick Hazard reviewed the status of the Co-op and discussed funds that must be raised in order to cover startup costs, which will be in the neighborhood of \$45,000 to \$50,000. One member offered to match contributions in the next two months up to \$5,000. Another member pledged \$1,000 toward that goal.
- IV. **Treasurer's Report:** Treasurer Mike Murphy reported a balance of \$6,711.41 in checking and \$2,520.04 in savings for a total of \$9,231.45 as of March 11<sup>th</sup>. New memberships and donations in the last three days put the total over \$10,000.
- V. **Board Nominations and Election:** Bylaws require five to seven Directors.
  - A. Four current Board members were nominated to serve as Directors. Kean Fleming, Mike Murphy, and Sheila Oberg have volunteered to stand for election. Rick Hazard is willing to serve, if necessary to make at least five Directors on the Board.
  - B. Anna Cruz had submitted an application.
  - C. Nominations from the floor were Mary Jane LaBelle, Laurie Prouty, and Pamela Berndt.
  - D. With eight names on the slate, Rick withdrew his name.
  - E. Ed Dowdy moved, seconded, that nominations be closed and a vote taken on the slate of seven names. The slate consisting of Anna Cruz, Pamela Berndt, Kean Fleming, Mary Jane LaBelle, Michael Murphy, Sheila Oberg, and Laurie Prouty was approved by a show of hands with no dissenting votes.
  - F. The next Board meeting is tentatively scheduled for March 28, 2013.
- VI. **Discussion of Priorities and Committee Assignments:** Kean Fleming led a discussion of three major areas for action and asked participants to vote on priorities
  - A. Fundraising priorities were (1) the \$5,000 matching challenge, (2) Advanced credits programs, and (3) Wild Rivers Coast Alliance funding possibilities. Others included raffles and silent auctions, vendor donations. Volunteers were Sheila Oberg, Anna Cruz, and Beverly Bacak.
  - B. Renovation priorities were (1) the building, (2) the kitchen, and (3) the lot (outdoors). Volunteers for all aspects were Ed Dowdy, Laurie Prouty, and Pamela Berndt. Rick Hazard volunteered on the building. Anna Cruz, Kean Fleming, Dale Lee, and Rick volunteered on the lot. This committee will meet Friday March 22<sup>nd</sup> at the Co-op building.
  - C. Business Development priorities were (1) contact Coos Head Cooperative in Coos Bay for guidance and (2) three-way tie among insurance, inventory tracking, and accounting. Volunteers were Mary Jane LaBelle, Bill Dooley, DeEtte Miller, and Pat Taylor.
- VII. **Adjourn:** 7:15 pm

**Port Orford Community Co-op**  
**Board of Directors Meeting**  
**March 14, 2013**  
**10:00 am, Port Orford City Hall, Council Chambers,**  
**MINUTES**

**I. Call to Order:** 10:08 am

**II. Establish a Quorum**

- A. All Directors present: Rick Hazard, Kean Fleming, Michael Murphy, Nancy Dowdy, Sheila Oberg
- B. Other Members: Paulianne Balch-Rancourt
- C. Guests: Susan Brown

**III. Approval of Minutes of Last Meeting**

- A. No corrections offered. Sheila moved approval of the minutes, seconded, approved.

**IV. Public Comments.** None.

**V. Committee Reports**

- A. Fundraising:
  - 1. Credibles: Rick said the Co-op has been accepted to participate in this program, which lets people pay to their account up front (with cash to the Co-op minus 3% fee) and debits the account as they make purchases.
  - 2. Member Loans: Paulianne is willing to lend \$10,000 and defer payments for six months at 2.5% up to 7 years backed by lien on building.
  - 3. Raffles: Kean reported Anna Cruz has acquired tickets, and he is pursuing several possible donations for a raffle. Rick suggested a letter to vendors requesting basket/sample for raffle or silent auction. Ray Huffman, cabinetmaker, will make and donate something if we give him a date.
  - 4. Other: Suggestion of using Water Festival as occasion for promoting Co-op. Rick has CCEC form to request support.
- B. Building: The building is now owned by Rick and his sister, who will lease it to the Co-op. Budwyn Powers will come by to check equipment. Insurance agent says shore pine needs to come down before it damages roof.

**VI. Treasurer's Report**

- A. Mike reported a balance of \$6,711.41 in checking and \$2,520.04 in savings for a total of \$9,231.45. Includes \$1,280 in Cycle Oregon grant for legal services. Motion to pay legal bill of \$240 by Kean, seconded, approved unanimously.

**VII. New Business**

- A. Business Plan: Susan Brown discussed places where startup money can be reduced.
  - 1. Improvements budget \$10,000 can be reduced by estimating what needs to be done, and enlist members to volunteer. Might be a good time to call Dave Manzella down to inspect and advise regarding requirements for certifying kitchens, workers, etc. Time to apply for USDA approvals.
  - 2. Equipment budget of \$15,000 should probably remain.
  - 3. Furniture and Fixtures at \$5,000; may be reduced some, but have to furnish office.
  - 4. Operating Capital at \$31,000 may be reduced depending on building payments start. May want to work out agreement with vendors to leave their items on consignment so we don't have to be responsible for perishables.
  - 5. On a discussion of P&L projections, Rick declared a conflict of interest as owner of the building. The Board asked him to put numbers out for Susan to update the Business Plan. He suggested building payment of \$600/mo.; insurance is \$980 for building and some inventory; property taxes are projected at \$1,000. Will need insurance on contents in addition.
  - 6. Susan suggests the new Board do a walk-through and try to pin down the flexible numbers. Then she will redo the startup cost figures.
- B. Member Meeting: We have the room in the library from 4:30 to 7:30 tonight.

**Port Orford CommUnity Co-op  
Board of Directors Meeting  
March 14, 2013  
10:00 am, Port Orford City Hall, Council Chambers,  
M I N U T E S**

**VIII. Old Business**

- A. New Director Possibilities: Anna Cruz has submitted Board application.
- B. Insurance: Get Business Development committee to pursue.
- C. Accountant: Joyce Hodge will help after tax season.

**IX. Discussion Items**

- A. Rick's Resignation: Rick declared his intention not to stand for election on the new Board that will be elected at the Member Meeting that evening because of his conflict of interest as owner of the building. In case there were not at least five candidates (the minimum required by the Bylaws), the Board approved Rick's being on the slate to be elected at the Member Meeting, with the stipulation that he declare a conflict of interest whenever the Board considers a decision that could benefit him financially as owner of the building.
- B. To Do Checklist: Nancy suggested this is no longer needed as long as the Action Items are kept current.
- C. Website: The new website developed by Pamela Berndt is up. Rick covered the expense with his credit card and will need to be reimbursed.

**X. Next Meeting:** 10 am Thursday, March 28<sup>th</sup>, 2013 in the City Hall Council Chambers

**XI. Adjourn:** 12:17 pm

**Action Items new**

- |  |                      |
|--|----------------------|
| • Evaluate renovation needs                              | <b>Name</b><br>Board |
| • Schedule Dave Manzella meeting re: health requirements | TBA                  |
| • Submit USDA approval paperwork                         | TBA                  |
| • Insurance requirements                                 | Bus. Dev. Comm.      |

**Action Items carried over**

- |   |                     |
|---|---------------------|
| • Membership cards                            | <b>Name</b><br>Kean |
| • Silent auction                              | Sheila              |
| • Dinner/Fundraiser                           | Sheila              |
| • Approach CCEC and WRCA for grants/donations | Rick                |
| • Check with Tobe for fundraising ideas       | Sheila              |
| • Check with Rotary for challenge grant       | Mike                |
| • Revive cookbook effort                      | Sheila              |
| • Criteria for GM                             | Kean                |
| • Contact Michael re: inventory value         | Rick                |

**Port Orford CommUnity Co-op**  
**Board of Directors Meeting**  
**February 25, 2013**  
**3:00pm, City Council Chambers, Port Orford**  
**MINUTES**

**I. Call to Order:** 3:00 pm

**II. Establish a Quorum**

- a. All Directors present: Rick Hazard, Kean Fleming, Michael Murphy, Nancy Dowdy, Sheila Oberg
- b. Other Members: None
- c. Guests: None

**III. Approval of Minutes of Last Meeting**

- a. Nancy proposed adding the decision about membership cards to the draft minutes of February 14, 2013 meeting. Sheila moved and Mike seconded approval as amended. Unanimous.
- b. Nancy moved and Sheila seconded approval of minutes of February 20, 2013 special meeting. Unanimous.

**IV. Public Comments**

- a. None.

**V. Committee Reports**

- a. Fundraising:
  - i. Agreed we cannot afford loan from NW Farm Credit Services at their terms. Nancy will inform them.
  - ii. Nancy distributed a document showing costs the Co-op might expect for leasing the building under various terms and income from the combination of new memberships, donations or fundraising, and loans that will be required to provide the startup funds. She will provide this information to Susan Brown to see if Susan will run the startup analysis with some of these figures to get a more accurate estimate of how much startup money is required.
  - iii. Sheila will consult Nancy Angelesco about a silent auction. Some excess furniture and excess equipment from Seaweed might be included.
  - iv. Sheila will talk with Laurie Prouty and Pamela Berndt about organizing a dinner/fundraiser.
  - v. Rick will contact Coos-Curry Electric Co-op about a donation.
  - vi. Rick will talk with Leesa Cobb for pointers on approaching Jim Seeley of Wild Rivers Coast Alliance about funding.
  - vii. Sheila will discuss fundraising possibilities with Tobe Porter to get new ideas.
  - viii. Mike will explore the possibility of Rotary for a challenge grant.
  - ix. Sheila gave Rick information on Slow Money that was in the material handed over by Grace Bonnell.
  - x. Sheila will encourage Lani Emerson to revive the cookbook fundraising effort.
- b. Building: The closing is scheduled for March 4<sup>th</sup>.

**VI. Treasurer's Report**

- a. Mike reported a balance of \$5,531.41. He is sorting out the records and will present a more complete report when he is finished.

**VII. New Business**

- a. Upcoming Member Meeting: It was decided that the Annual Meeting would be held in the large room at the Library if it were available on Thursday, March 14<sup>th</sup> from 5 pm to 7 pm. The meeting will be advertised as a potluck. Tours of the Co-op building will be offered to those interested after the meeting.
- b. Check Signatures and Online Banking: Rick Hazard moved and Kean Fleming seconded and this was approved by the Board, that we would change the account from a 2-signature to a 1-signature with Mike Murphy being able to do online banking. Rick Hazard and Michael

**Port Orford CommUnity Co-op**  
**Board of Directors Meeting**  
**February 25, 2013**  
**3:00pm, City Council Chambers, Port Orford**  
**MINUTES**

Murphy are to remain as Joint signers with Sheila Oberg as an authorized signer at Rogue Federal Credit Union. All except Mike Murphy, who abstained, voted to approve the motion. It was agreed that after the new Board is seated, procedures will be put into place to have someone other than the Treasurer reconciling accounts so that there will be adequate checks and balances in place to safeguard the members' interests.

**VIII. Old Business**

- a. New Director Possibilities: Several possible candidates for Director were discussed, and agreements to contact others were made.
- b. General Manager Criteria: Kean will contact Mary Jane LaBelle to develop criteria for the General Manager taking into account the material in the POCC Operating Policies. He will also contact Joyce Tromblee, who ran a health food store in Brookings, for her input.
- c. Insurance: Mike is checking with Wilson Insurance. Rick will check with Bain and others.
- d. Accountant: No progress. Nancy will include an appeal in the next email update.

**IX. Discussion Items**

- a. To Do Checklist: Items already addressed.
- b. Tour of Building: Rick will give a tour of the Agate building tomorrow around noon for Directors and some potential Director candidates.
- c. Website: Rick and Nancy worked with Pamela Berndt last week. New website is not yet up. Nancy and Rick will contact Pamela to see when it will be ready.
- d. Seaweed: Rick will stay in contact with Michael and request an update on the current and anticipated value of his inventory.

**X. Next Meeting:** 10 am Thursday, March 14<sup>th</sup>, 2013 in the City Hall Council Chambers

**XI. Adjourn:** 5:04 pm

<b>Action Items</b>	<b>Name</b>
• Membership cards	Kean
• Inform NWFCFS we can't use loan	Nancy
• Ask Susan to run new scenarios for startup costs	Nancy
• Silent auction	Sheila
• Dinner/Fundraiser	Sheila
• Approach CCEC and WRCA for grants/donations	Rick
• Check with Tobe for fundraising ideas	Sheila
• Check with Rotary for challenge grant	Mike
• Revive cookbook effort	Sheila
• Updated finances	Mike
• Reserve library for Annual meeting	Sheila
• Change to single signature at CU	Rick & Mike
• Recruit Directors	All
• Criteria for GM	Kean
• Tour of building	Rick
• Check with Pamela on Website	Nancy & Rick
• Contact Michael re: inventory value	Rick
• Meeting announcement and email update	Nancy

**Port Orford Community Co-op  
Board of Directors Meeting  
February 14, 2013  
10:00am, City Council Chambers, Port Orford  
M I N U T E S**

**I. Call to Order:** 10:10 am

**II. Establish a Quorum**

- a. All Directors present: Rick Hazard, Karen Cooley Jennings, Kean Fleming, Michael Murphy, Nancy Dowdy, Sheila Oberg
- b. Other Members: Marjorie Bromser, Pamela Berndt, Paulianne Balch-Rancourt, Grace Bonnell, Mary Jane LaBelle
- c. Guests: Christine Rees, Ruth Sundquist

**III. Approval of Minutes of Last Meeting**

- a. Minutes of January 24, 2013 meeting approved.

**IV. Public Comments**

- a. None.

**V. Committee Reports**

- a. Fundraising: Nancy reported the only prospect from external sources is possible loan from NW Farm Credit Services. Karen is following up with financial information they have requested. Nancy has POCC email list up to date and will generate another email soliciting memberships and donations as well as generating another article for the newspapers. Grace handed over her files from the original Steering Committee, calling attention to information on possible sources of funding.
- b. Building: Rick has opened a new escrow account under his name and his sister's for the purchase of the Agate building. Everything is on track for closing on March 4, 2013.

**VI. Treasurer's Report**

- a. Ten new members have joined. Bank balance is \$5,531.41 with \$1,028 sequestered in the Cycle Oregon grant for legal services.

**VII. New Business**

- a. Website development: Pamela demonstrated the new website layout. She recommended a domain register and domain host, WIX, at the premium level for a cost of \$75/yr. This allows us to have the POCC website with the same name as our old website. It also includes other advantages such as search engine optimization. She will post current information and documents before closing down the old website.
- b. General Manager: Kean will work with Mary Jane, who has started up 8 new businesses, to develop criteria for a General Manager and for an Accountant. An email appeal will go to the members to fill these needs.

**VIII. Old Business**

- a. Accountant: Still no progress finding a volunteer or affordable bookkeeper/accountant. Kean will include an appeal in the email to members about the GM.
- b. Insurance: Mike has not heard back from his contact at Wilson Insurance. Rick will seek other options.
- c. Seaweed: Rick stopped in at Seaweed to start the process of determining prices for Michael's equipment and inventory. We need to get a reliable appraisal of the items involved.

**IX. Discussion Items**

- a. To Do Checklist: Nancy reviewed status of items. Good progress is being made. Kean and Mary Jane will produce membership cards.
- b. Sunday's Social Event: Very successful. Over 60 attendees and 10 new members.
- c. Chamber of Commerce Meeting: Rick attended to offer thanks for the 2012 Organization of the Year Award. Discussion of POCC's joining the CC.



**Port Orford CommUnity Co-op**  
**Board of Directors Meeting**  
**February 14, 2013**  
**10:00am, City Council Chambers, Port Orford**  
**MINUTES**

- d. FEAST: Rick announced that the 'Food Education Agriculture Solutions Together' process sponsored by the Oregon Food Bank will have an event at the end of April in which POCC will want to participate.
- e. Recruiting Directors: Current Directors are encouraged to recruit new candidates for the POCC Board.

**X. Next Meeting:** Thursday February 28<sup>th</sup> (later changed to Monday February 25<sup>th</sup>)

**XI. Adjourn:** 12:05 pm

**Action Items**

- Financial information to NWFCs
- Email to list for memberships, donations
- Article for papers
- Launch new website
- Criteria for GM and accountant, email appeal
- Insurance contacts
- Recruit new Directors
- Membership cards

**Name**

Karen  
Nancy  
Nancy  
Pamela  
Kean & Mary Jane  
Mike & Rick  
Everyone  
Kean & Mary Jane

**Port Orford Community Co-op**  
**Board of Director's Meeting**  
**24 January 2013**  
**4:00PM, City Council Chambers, Port Orford, OR**

**MINUTES**

**I. Call to Order**

- a. 4PM

**II. Establish a Quorum**

- a. Quorum established; Kean, Karen, Nancy, Rick, Sheila in attendance; Mike Murphy excused.

**III. Approval of Minutes of Last Meeting**

- a. Sheila moved, Kean seconded to approve minutes of 12/27/12 meeting with minor correction from "plants" to "plans". Approved.

**IV. Public Comments**

- a. None

**V. Committee Reports**

- a. **Fundraising Committee**
  - i. Unfortunately, we did not receive funding from the Coquille Tribe. Will continue to pursue other options.
- b. **Building Committee**
  - i. Proposal from Rick to be considered under New Business.

**VI. Treasurer's Report**

- a. Balance \$4757.61. Kean moved and Sheila seconded to pay legal bill and reimburse Karen Jennings for long distance calls to attorney. Approved.

**VII. New Business**

- a. **Rick Hazard's Proposal to the Co-op.** A lengthy discussion was held without Rick in attendance, regarding Rick's proposal to purchase the Agate Gallery, with assistance from his sister Linda Smith, and lease the building back to the co-op. Rick would also be stepping down as President of the Board should his proposal be accepted. Karen moved and Nancy seconded that this proposal be accepted. Without hesitation, the Board accepted and the motion was approved.

**VIII. Old Business**

- a. **Member Social Event.** Final preparations were discussed for upcoming event on 10 February from 2:30 to 5:30PM at the American Legion Hall. Sheila will contact Lois at the True Value to secure key and make arrangements for us to use the facility. Potluck style with Board members to bring finger foods, coffee, etc., and the notice to the membership and the public will ask for those attending to bring a dish to share if they wish. Music will be provided. Kean will see if Aaron can provide a case of wine; Rick will bring coffee.
- b. **Website Development.** Pamela Berndt has agreed to take over the website. Not totally decided about maintaining the old website. Perhaps we need a new look and feel going forward.

**IX. Discussion Items**

- a. To Do Checklist from Nancy. Most items now pretty well completed.

- b. Message to Members and potential members was discussed. Will be sent out soon. Nancy working on final messaging. This will also appear in the local newspapers. Be sure to mention Michael and Seaweed in both distributions.
- c. Still need a bookkeeper. Joyce Hodge has said she might be willing to assist.

**X. Next Meeting**

- a. 14 February 2013, Port Orford Library, at 10:00AM.

**XI. Adjourn**

- a. Meeting adjourned at 5:55PM.

**Port Orford Community Co-op**

**Board of Director's Meeting**

**10 January 2013**

**10:00AM, City Council Chambers, Port Orford, OR**

**MINUTES**

**I. Call to Order**

- a. 10 AM

**II. Establish a Quorum**

- a. Quorum established; Bill Dooley and Nancy Dowdy Absent (excused).
- b. Due to health reasons, Bill has submitted his resignation from the Board. We will be opening up this position at a later date.

**III. Approval of Minutes of Last Meeting**

- a. Mike moved, Kean seconded to approve minutes of 12/27/12 meeting. Approved.

**IV. Public Comments**

- a. Connie Stephan was present and asked a number of pointed questions regarding the Co-op and membership. Specifically, what are the benefits of being a member? She is extremely willing to participate and to be supportive of the co-op. What are the requirements of the members? Would like to meet with other members. Doesn't know for sure who they even are. The website is currently not very helpful and has much outdated/incorrect information.
- b. We need to be more specific about discounts to members, not only on a daily basis, but bulk discounts as well. There are no dividends set to be paid in the near future as the co-op needs to be up and running for a non-specified period of time before we will begin to see profits. Discussed giving a credit based upon the amount each member spends with a calendar year.
- c. We now have a letter of support from Michael at Seaweeds which will be published in both local area newspapers.
- d. Katie's in Langlois has expressed an interest in being involved with the co-op. This is really good news from this area.

**V. Committee Reports**

**a. Fundraising Committee**

- i. Still no word from the Coquille Tribe regarding our grant application.

**b. Building Committee**

- i. Karen moved and Mike seconded that we no longer consider the Lincoln Building in our plans. The motion passed 3-2 with Sheila and Kean voting in the negative.
- ii. Rick is seriously considering divesting his current retirement portfolio and putting the proceeds into the purchase of the Agate Gallery. If this happens, he has two firm commits of \$10K each to add to his initial investment of perhaps \$100K. With this new information, Karen again moved and Mike seconded that the Lincoln Building be withdrawn from consideration. Motion passed unanimously.

**VI. Treasurer's Report**

- a. Approved. \$5141.61 balance reflecting two new memberships added since last meeting. Unfortunately as noted in an e-mail to Board members the Treasurer is unable to do electronic banking with Rogue Federal Credit Union because we have 2 signers on

our account. Therefore, statements will be pulled from the CU prior to each upcoming meeting.

**VII. New Business**

- a. **Member Social Event** – Tabled until later. We do not have a reason for holding yet.

**VIII. Old Business**

- a. **Logo Contest** – New Logo was presented and it looks fantastic! Great job Pamela integrating all the accepted designs into one useable logo for the Co-op. Mike moved and Sheila seconded that we present a \$25 gift certificate to Pamela for her work. Passed unanimously. 3 more \$25 gift certificates will need to be issued to Alicia Finley, Jerry McManus and Lani Emerson for their contributions to the logo. Sheila will send logo to Susan for inclusion on the Website and Kean will send thank you notes to all those who participated in the contest.
- b. **Checklist of activities** – reviewed; Michael's letter completed. Will be discussed further at next meeting.
- c. **Website Development** – all changes, updates, etc., need to be sent to Susan Brown before Saturday. She has agreed to continue making changes as needed.

**IX. Discussion Items**

- a. First member meeting will be held 28 February. Location, time, etc., TBD.
- b. Vendor meeting with members – no firm date on this as yet. Will be discussed at next meeting.
- c. Current Documents. Karen will call Tad to secure final copy of Governance Documents. Again, Mike has been asked to provide electronic copies of AOs and By-Laws, which were sent from Tad's office on the 25<sup>th</sup> of October.

**X. Next Meeting**

- a. 24 January 2013, City Council Chambers at 10AM

**XI. Adjourn**

- a. Meeting adjourned at Noon.

**Port Orford Community Co-op**

**Board of Director's Meeting**

**27 December 2012**

**10:00AM, City Council Chambers, Port Orford, OR**

**MINUTES**

**I. Call to Order**

- a. 10 AM

**II. Establish a Quorum**

- a. Quorum established; all members present.

**III. Approval of Minutes of Last Meeting**

- a. Mike moved, Kean seconded to approve minutes of 12/13/12 meeting. Approved.

**IV. Public Comments**

- a. None.

**V. Committee Reports**

**a. Fundraising Committee**

- i. Nancy distributed matrix of all grants applied for and other monies that might be available to us. We will continue to pursue any and all ideas as we await the Coquille Indian Tribe decision.

**b. Building Committee**

- i. Ongoing discussions pursuant to the purchase of Agate Gallery as well as our "plan B" renting of Seaweed. Still many issues surrounding investors and funding of the gallery. Bill's CPA and Attorney advised against investing in the building as an investment. They felt it was "too toxic" especially when there is a 97% failure rate on for profit food co-ops. This is an ongoing discussion.
- ii. A new player has entered the field – John and Susan Lincoln have made overtures regarding their shop on Oregon Street. Rick and other members will be looking at it this afternoon. The price is \$150K – without ability to expand. Rental price is \$400/month with a lease purchase option. They would carry a note long-term. **This is NOT for public knowledge at this time.**
- iii. Rick is considering purchase of the Agate Gallery as an investment and renting it back to the Co-op for use.

**VI. Treasurer's Report**

- a. Approved. Invoice from SALC approved for payment (\$384). Also advised that Susan said we can use the entire Cycle Oregon grant for attorney fees as we will need to retain Tad through the real estate purchase process.

**VII. New Business**

- a. **Checklist of activities** – Presented and discussed. Will be updated as activities are added or completed. Thank you, Nancy!

**VIII. Old Business**

- a. **Logo Contest** – Meeting at Point B studio tomorrow with Kean, Rebecca Malmude and Pamela to merge winners from the contest. Sheila moved and Karen seconded a motion to award 3 \$25 gift certificates to the top 3 logo winners. Motion approved. Still need to get thank you notes to everyone who submitted a logo design. Winners also need to be announced.
- b. **Co-op Location** – Ongoing discussions regarding the Agate Gallery and/or Seaweed. There are many questions regarding both locations.

- i. Karen moved and Mike seconded an option to take Seaweed out of the building discussions. Motion failed. We will continue to keep Seaweed as Plan B.

**IX. Discussion Items**

- a. 21 December event at the Savoy Theatre – Not well attended. Little time for Rick to present Co-op information.
- b. First member meeting will be held 28 February. Location, time, etc., TBD.
- c. Vendor meeting with members – there will be no vendor fair until later in the year, perhaps March.
- d. Website development. Our website is woefully out-of-date and missing vital information. Who is going to take this on? How do we keep our website up-to-date?

**X. Next Meeting**

- a. 10 January 2013, City Council Chambers at 10AM

**XI. Adjourn**

- a. Meeting adjourned at Noon.

**Port Orford Community Co-op**

**Board of Director's Meeting**

**13 December 2012**

**10:00AM, City Council Chambers, Port Orford, OR**

**MINUTES**

**I. Call to Order**

- a. 10 AM

**II. Establish a Quorum**

- a. Quorum established; 5 members present (Rick, Karen, Nancy, Mike, Sheila); 2 excused (Bill and Kean)

**III. Approval of Minutes of Last Meeting**

- a. Sheila moved, Nancy seconded to approve minutes of 11/20/12 meeting. Approved.

**IV. Public Comments**

- a. Numerous questions from the audience were fielded regarding our membership documents. As this is the legal document approved by the attorney, it was moved by Sheila and 2<sup>nd</sup> by Nancy that we review the document at our next meeting to ascertain adding addendum(s) to the existing document for clarity. The motion was passed 4-1.
- b. Discussed establishing a "Friends" of the Co-op or other umbrella organization which would allow for more flexibility in applying for grants.
- c. Discussed using "Kickstarter" a very popular program for start-up ventures. Karen and Nancy will pursue this option for the co-op.

**V. Committee Reports**

**a. Fundraising Committee**

- i. Nancy had some more grant ideas that will be pursued, e.g., Cattle Producers of Washington and others. She will be publishing a matrix of all grants applied for and the status.

**b. Building Committee**

- i. Ongoing discussions pursuant to the purchase of Agate Gallery as well as our "plan B" renting of Seaweed. Still many issues surrounding investors and funding of the gallery.

**VI. Treasurer's Report**

- a. Approved. Have received new invoice from Tad Everhart, but monies are over what we have allotted for his services. Karen will discuss with Tad in the coming days.

**VII. New Business**

- a. **Membership development plan from Erna** - Do we have a membership development plan in place? Erna will be heading this activity with approval from the Board. Sheila moved, with a 2<sup>nd</sup> by Nancy to accept and proceed with Erna's proposal. Approved unanimously.
- b. **Logo Contest** - Logo Contest – all logo submissions were reviewed by the Board as well as some of the public in attendance. 2 of the submissions garnered 4 votes and 2 garnered 3 votes at the Art Walk event. We chose 3 different logos which will have parts incorporated into one logo to use going forward. Mike moved and with a 2<sup>nd</sup> from Sheila, the Board agreed this was the way to create our new logo. Motion passed unanimously. The logo creators will be meeting with Rebecca Malmude and Pamela Berndt to work on the new logo in the coming weeks.



- c. **Where should the Co-op be** – Ongoing discussions regarding the Agate Gallery and/or Seaweed. There are many questions regarding both locations.

**VIII. Old Business**

**IX. Discussion Items**

- a. Website development.
- b. First member meeting will be held 28 February. Location, time, etc., TBD.
- c. Vendor meeting with members – should be held prior to the member meeting in February. A vendor fair was discussed inviting all the vendors who have agreed to supply goods to the Co-op and have them offer items that they will be providing. Discussed using the Legion Hall and/or the Community Building. Will be discussed further at next meeting.
- d. Director Loans – discussed above.
- e. 21 December event at the Savoy Theatre – sponsored by the Port Orford Stewardship Conservation Area will feature music, short films and Rick will be providing information on the Co-op.

**X. Next Meeting**

- a. 27 December 2010, Port Orford City Hall Council Chambers

**XI. Adjourn**

- a. Meeting adjourned at 12:12PM

**Port Orford Community Co-op**

**Board of Director's Meeting**

**20 November 2012**

**10:00AM, City Council Chambers, Port Orford, OR**

**MINUTES**

**I. Call to Order**

- a. 10 AM

**II. Establish a Quorum**

- a. Quorum established; all members present (Rick, Karen, Bill, Nancy, Kean, Mike, Sheila)
- b. Agreed unanimously to list all Board members present and/or absent going forward

**III. Approval of Minutes of Last Meeting**

- a. Mike moved, Kean seconded to approve minutes of 11/8/12 meeting. Approved.

**IV. Public Comments**

- a. Erna Barnett offered her services to work with fundraising, imaging, etc.
- b. Discussed possible loans to the Co-op for building by private investors.

**V. Committee Reports**

**a. Fundraising Committee**

- i. ESA bazaar coming up on 1 December. Schedule of workers: Sheila & Karen 9AM – 11AM, Kean 11AM – 1PM, Rick 1PM – 3PM, Sheila and Karen 2PM – 4 PM. Will need photo of item from Ray Huffman. Need cash box. Kean moved & Nancy seconded ability for Karen to withdraw petty cash. Motion approved.

**b. Building Committee**

- i. Cashier's check ready for Al & Cheryl Morse.
- ii. Much discussed ensued around investors, how to invest, what our rate of return will be, how do we handle securing the building and then get money for other start-up costs. Many questions will need to be referred to Tad Everhart or other legal advisor. Still some monies remaining in Cycle Oregon Grant for these costs and Tad has offered to assist us with this purchase.
- iii. Plan B – moving into Seaweed for the time being should anything go awry with the Agate Gallery purchase.

**VI. Treasurer's Report**

- a. Approved.

**VII. New Business**

- a. Personal Loan Agreements – awaiting finalized draft from attorney on directors as investors. Need hand-outs for large investors explaining all details. Should secure investment documentation from Tad by 1<sup>st</sup> of December. Also what about partnerships with Common Good or Main Street as a vehicle for investments? Our for profit status is a hindrance to securing many grants.
- b. **Resolution to executive earnest money agreement.** Mike moved, Karen seconded that this be done. Motion approved. Rick will work with Curry County Title.

**VIII. Old Business**

- a. Accountant still needed. No one has stepped forward to accept as yet.

**IX. Discussion Items**

- a. Website development – Judy Taylor will still assist although not at the \$750 price originally quoted. Also have had interest from Becky Raymond and Leila Cassel. Pamela will work with whoever is chosen.

- b. Director Loans – discussed above.
- c. Christmas Bazaar Table – discussed under Fundraising Committee Report.
- d. Logo Contest on 8 December. Will use Russell’s building again as part of the Art Walk. 4-6PM. Will have general public vote on their favorite which could be awarded a “people’s choice award”. Final selection on logo will take place at the Board Meeting on 13 December. Gift Certificate to be awarded. Need tables, Christmas decorations, food, etc.

**X. Next Meeting**

- a. 13 December 2010, Port Orford City Hall Council Chambers

**XI. Adjourn**

- a. Meeting adjourned at Noon

**Port Orford Community Co-op**

**Board of Director's Meeting**

**8 November 2012**

**10:00AM, Port Orford Police Department Conference Room**

**MINUTES**

**I. Call to Order**

- a. 10 AM

**II. Establish a Quorum**

- a. Quorum established; 1 excused

**III. Approval of Minutes of Last Meeting**

- a. Corrected from 10/11 as well as 10/25 minutes (both sets) approved. Nancy moved, Kean seconded.

**IV. Public Comments**

- a. Letters received from David Lucas were shared. Copies sent to all members.

**V. Committee Reports**

- a. Fundraising Committee
  - i. Prep for Open House at Russ's building on Sunday 11/11. Members to meet at A-Frame at 11:30 to set up building. Doors open at 1PM
- b. Building Committee
  - i. Attempting to get Morse's to extend period they will hold building until 28 February. Rick handling contacts.

**VI. Treasurer's Report**

- a. Account opened at CFCU. Bills presented for payment: \$312 to SALC (Sheila moved, Mike seconded); \$25 to ESA for Bazaar table (Mike moved, Sheila seconded); \$147.85 Reimbursement to Rick for Incorporation Expenses (Sheila moved, Kean seconded). All bills approved and will be paid.

**VII. New Business**

- a. \$1500 needed for escrow funds for Morse's
- b. \$750 proposal from Judy Taylor for website maintenance and redoing our present website. Most directors felt price too steep; will continue to search for someone else.

**VIII. Old Business**

- a. Business Plan will be available for distribution on Sunday
- b. Marketing Plan – need to redact personal information prior to mass distribution
- c. Accountant – still seeking someone to be POCC accountant.

**IX. Discussion Items**

- a. 11/11 Event finalized
- b. Logo Contest proceeding
- c. Art Walk participation finalized – still need a space? Russ's building?
- d. What should we do for Susan? Card, certificate, etc., were discussed.

**X. Next Meeting**

- a. 20 November 2012

**XI. Adjourn**

- a. Meeting adjourned at 12:20PM

**Port Orford CommUnity Co-op**  
**Board of Director's Meeting**  
**25 October 2012**  
**10:00AM, Port Orford City Council Chambers**

**M I N U T E S**

**I. Call to Order**

- a. 10 AM

**II. Establish a Quorum**

- a. Quorum established; 2 members late

**III. Approval of Minutes of Last Meeting**

- a. Corrected spelling of POORT office in minutes; Mike moved, Nancy seconded; minutes accepted w/correction.

**IV. Public Comments**

- a. Congratulations on our Co-op offered by Mayor Auburn

**V. Committee Reports**

- a. Appoint Fundraising Committee – **Karen and Sheila**
  - i. Meeting was held on 22 October to brainstorm fundraising ideas. Kean, Rick, Karen, Laurie, Sheila, Lani Emerson in attendance
    - 1. Discussed participating in ArtWalk in December
    - 2. Logo contest
    - 3. Need to hold Open House; date discussed
    - 4. 1 December – participate in ESA Christmas bazaar; what should we raffle?
    - 5. More fund raising ideas – cabinet from Ray Huffman, cords or ½ cords of wood?
- b. Appoint Building Committee – **Karen and Mike**
  - i. Only building under consideration is still Agate Gallery; the owners really want to cash out
  - ii. Great use of the building would be to also incorporate child care/print shop/FedEx UPS pick-up site. All possible uses for Co-op space.

**VI. Treasurer's Report**

- a. No changes from last meeting

**VII. New Business**

- a. Incorporate Co-op at 10:30AM

**VIII. Old Business**

- a. None

**IX. Discussion Items**

- a. Open House and Meet the Board – when? Where?
- b. May need legal waiver for Co-op which guarantees the rights of the Co-op to use the logo we will be choosing from applicants during Logo Contest
- c. \$25 renewal fee will be due at the same time every year or on the member 1-year anniversary?
- d. May have charter members at \$1000 donation

**X. Next Meeting**

- a. 8 November 2012

**XI. Adjourn**

- a.** This part of the meeting was adjourned at 11:05AM
- b.** Documents of Incorporation faxed to Corporation Division in Salam

**Port Orford Community Co-op**

**Board of Director's Meeting**

**11 October 2012**

**9:00AM, Port Orford Police Department Conference Room**

**MINUTES**

**I. Call to Order**

**II. Establish a Quorum**

- a. Quorum established; M. Murphy, N. Dowdy, B. Dooley absent

**III. Approval of Minutes of Last Meeting**

- a. 2 changes noted; Sheila moved, Kean seconded; minutes approved

**IV. Public Comments**

None

**V. Committee Reports**

- a. Appoint Fundraising Committee – **Karen and Sheila**
  - i. Kean added; meeting scheduled for 22 October, 10AM, POORT Office
- b. Appoint Building Committee – **Karen and Mike**
  - i. Rick, Karen, Mike to meet with Al & Cheryl Morse to further discussions for acquisition of property

**VI. Treasurer's Report**

- a. \$25 donation deposited; \$246 invoice to SALC paid
- b. Kean moved, Sheila seconded; treasurer's report accepted

**VII. New Business**

- a.

**VIII. Old Business**

- a. By-laws need final revision(s)
- b. Need to accept changes to governance documents and by-laws; forward final drafts to attorney for approval; file for EIN
- c. Wording changed on Membership Document; Karen moved, Kean seconded; changes accepted

**IX. Discussion Items**

- a. Business Plan reviewed. Need to stay conservative for first few years of operation.
- b. Discussed member discounts. Karen moved to have 10% on bulk/bin items and 1 Saturday per month 10% on everything; Kean seconded; motion carried.

**X. Next Meeting**

- a. Incorporation meeting! Invite steering committee to attend. Tad Everhart will be conferenced in for meeting.

**XI. Adjourn**

- a. Meeting adjourned at 10:56AM

**Port Orford CommUnity Co-op**

**Board of Director's Meeting**

**24 September 2012**

**9:00AM, Port Orford Police Department Conference Room**

**MINUTES**

**I. Call to Order**

**II. Establish a Quorum**

- a. All Members Present

**III. Approval of Minutes of Last Meeting**

- a. Bill Moved, Mike Seconded; Minutes of 13 Sept. meeting accepted

**IV. Public Comments**

**V. Committee Reports**

- a. Appoint Fundraising Committee – really need to get fundraising into overdrive
- b. Appoint Building Committee – nothing new to report; still targeting Agate Gallery property

**VI. Treasurer's Report**

- a. \$25 donation deposited;
- b. Bill moved, Mike seconded payment of \$246 to SALC (Check issued)

**VII. New Business**

- a. Intro and review of application from Kean Fleming; after discussion, Bill moved and Sheila seconded motion to accept Kean as new Board Member. Approved. Welcome, Kean.

**VIII. Old Business**

- a. Nancy moved, Karen seconded motion to accept new dissolution wording in by-laws. Motion passed.

**IX. Discussion Items**

- a. Articles of Incorporation nearly completed; awaiting revisions from SALC
- b. Business Plan - **Status?**
- c. Logo Contest – Sheila to be liaison to schools to get student involvement in designing the logo for POCC
- d. Continue Review and Edit Governance Documents

**X. Next Meeting**

- a. 11 October, 9AM, Police Department Conference Room

**XI. Adjourn**



**Port Orford CommUnity Co-op**  
**Board of Director's Meeting**  
**13 September 2012**  
**9:00AM, Port Orford Police Department Conference Room**

**M I N U T E S**

**I. Call to Order**

**II. Establish a Quorum**

- a. All Members Present

**III. Approval of Minutes of Last Meeting**

- a. Mike Moved, Sheila Seconded; Minutes accepted

**IV. Public Comments**

**V. Committee Reports**

- a. Appoint Fundraising Committee – **Karen and Sheila**
- b. Appoint Building Committee – **Karen and Mike**

**VI. Treasurer's Report**

- a. \$1018.70 deposited from Benefit and Raffle
- b. \$462 paid to St. Andrew Legal Clinic
- c. \$25 paid to Donna Rosellius for posters returned as donation

**VII. New Business**

- a. Karen Moved and Bill/Sheila Seconded motion to accept resignation of Kim Nye; motion was approved
- b. Prospective Board Member Nancy O'Donnell declined her consideration for open position on the Board. More names to be submitted.

**VIII. Old Business**

**IX. Discussion Items**

- a. Seaweed Grocery/Michael McDonough met with Board. @\$18K was the amount originally stated for inventory and stock. A new inventory will be taken and presented. Michael is ready to step away as soon as we are ready to proceed. Need funding.
- b. Tad Everhart
  - i. Draft Articles of Incorporation
  - ii. Draft Membership Subscription (2)
  - iii. Written Q&A w/Attorney – awaiting return of reviewed documents
- c. Business Plan - by end of month
- d. Continue Review and Edit Governance Documents
  - i. Board will meet on 24 September at 1:30 to continue
- e. Minutes – Agenda Format
  - i. Karen moved to adopt, Mike seconded; Format accepted

**X. Next Meeting**

- a. 25 September, 9AM, Police Department Conference Room

**XI. Adjourn**

Port Orford CommUnity Co-op  
Board Meeting  
23 August 2012

---

**Present:** Susan, Bill, Karen, Kim, Mike, Nancy, Rick, Sheila

**Minutes** from 16 August meeting read and approved.

**Election of Officers:** Chairman - Rick Hazard; Vice Chairman - Bill Dooley;  
Secretary/Treasurer - Karen Cooley Jennings.

Officers will serve 1 year terms with elections being held again at last Board meeting July 2013. Current officers will serve the following length of terms: 2 years: Bill, Kim, Mike  
4 year terms: Karen, Nancy, Rick, Sheila

|

**Cheryl and Al Morris, owners of the Agate Glass Gallery.** Without going into total detail, their bottom line price is \$125,000 cash with another \$25K for the back lot for a total of \$150K cash. Building is in good shape and all equipment which worked at the time of purchase seems to be in working condition at this time. New floors were added and the bathrooms have been remodeled and are ADA.

**Coquille Indian Tribal grant:** Nancy has nearly completed the application for the. Mike motioned that the board submit a the grant application to the Coquille Tribal Community Fund with Rick Hazard having signature authority on the grant application." Bill seconded the motion. The motion passed. Still need a cover letter which will be signed by Rick, a program budget, annual operating budget - which at this stage is a bit premature, letters of support and newspaper articles. Rick will secure letters of support from Laurie Prouty for letter from steering committee, Pamela Berndt on behalf of the Mainstreet Project and Aaron at Port Orford Sustainable Seafood. Mike will compose letter on behalf of the City of Port Orford in lieu of the Mayor. Entire packet will be hand delivered on 26 August.

Still need vendor guidelines. Value added products must be prepared in a Certified Kitchen with proof of certification. Dairy and eggs sold at the Co-op will also need to be certified by the USDA.

Kim Nye gave her personal resignation from the Board.

Meeting on 11 September at 9AM in small conference room will be held to discuss and draft the first section of the Governance Documents. Next Board Meeting is 13 September at 9AM in the Council small conference room. Michael from SeaWeed will be invited to speak at that time regarding purchase of inventory and stock.