

CENTER STREET THRIFT STORE BOARD MEETING Nov.1, 2017 – 4:00 PM

HANNA, ALBERTA – CHURCH LOUNGE

In attendance: Jean Curry, Laura Creasy, Gloria McAfee, Laurie Gall, Linda Quaschnick, Barb Burgemeister, Charlotte Preston, Leila Currie, Sherry Kinsmen, Gloria Hutton

Meeting called to order at 4:13

Approval of agenda as circulated with addition of outdoor display and blower under new business.

Approval of minutes from previous board meeting (Oct 4th, 2017) as circulated.

Correspondence

1. Received two emails from ECR – advertise in business edition and advertise for Remembrance Day. Both deadlines were before this meeting so discussed by email and in store – decided not to advertise.
2. Card – Thank you from Charlotte Preston for donation to Kidney March Foundation

Business arising from the minutes:

1. Annual Plan – Will close for Remembrance Day. When to close for Christmas discussed. We will close Dec 23-Jan 4 – have a sorting day first week in January. Suggestions from last year to open late for light up the night parade. Also suggested we go in the light up the night parade. It is on Dec.1 which is our 5 year anniversary customer appreciation day. We will be too busy to go in parade. Decided to not stay open late either that day. Dec 5th closed for turkey supper – no silent auction. Will be having Christmas on sale ½ price all of December.
2. Outdoor sign / Lamppost – frame almost complete and sign being worked on for the outdoor sign. Laura got stand for plaque for lamppost today and will be installed right away. Goal to have outdoor sign done for Dec. 1.
3. Pricing Review – work in progress – Laura still working on. Laura is finding that customers are surprised by higher end pricing on some coats and shoes – don't want to pay so much. Discussion how we can approach this. Will try chalk on shoes for pricing to be more visible. Change signage and have specialty priced racks suggested.
4. 5 Year Anniversary - get cupcakes from Joleen Scott and Aislynn Rabb . Door prizes for gift certificates - \$25, \$15, \$10 – a draw each day. Advertise – free advertising and Hanna Herald, ECR, Coffee Break.
5. Manager Review – 6 months. Laura, Jean and Leila met with M&P – discussed manager position. New job description and hiring agreement presented and discussed. Laura will be working at the church office 9-1 on Tuesdays and Wednesdays until May 1st as Trish is on a leave of absence. She will be working less hours in store weekly (will make up some hours when fills in Saturdays but will not meet the 15 hours per week). Finding that administration hours are over the 20 hours monthly

maximum set during the trial period. Have increased to 30 hours per month. Laura will submit an expense form to cover her extra administration hours in October (7.25).

Motion – Gloria Hutton motioned to pay Laura for the 9 hours over the administration 20 hours max. in September 2017. Sherry Kinsmen seconded. All in favour.

6. Donation Bin – Still being rummaged through. Idea of installing a camera? Will try signage first.

New Business:

1. Financial and sales reporting / Managers Monthly Report – see attached
2. Donations – Discussed donating socks to Mustard Seed. We won't buy socks but will donate incoming items as needed. The church may collect socks for Mustard Seed through White Christmas collection. Discussed Stage Hanna. Offer ½ price discount – through a special day of shopping or when come in during regular hours looking for costumes/props.

Motion – Barb Burgemeister made a motion that Stage Hanna be given a ½ price discount when purchasing costumes and props for Stage Hanna productions. Charlotte Preston seconded. All in favor.

Leila presented information on the emergency funds for the Hanna Ministerial Association and the Hanna Learning Center. The Ministerial gives funds to those in need of basic necessities that are going through a hard time. The Hanna Learning Center gives funds to those who need to apply for AISH but need help to complete tax returns in order to apply. They also help with domestic violence situations.

Motion – Laura Creasy made a motion to donate \$500 to the Hanna Ministerial Association Emergency Fund and \$500 to the Hanna Learning Center Emergency Fund. Seconded by Barb Burgemeister. 9 in favor, 2 against. Motion passed.

3. Rags – have had a few inquiries about rags. We can deal with this on an individual basis- if someone inquires, we can set aside a box of material for rags like we do with the jeans.
4. Budget – Laura will be working on budget for presentation at December meeting. If anyone wants anything added into the budget, please let her know.
5. Food Bank Hampers – Discussed donating to Hanna Food Bank Christmas Hampers again this year. We will do they same as past years – donate \$10 gift certificates to put in the hampers.
6. DA Pick up – there was a Diabetic Association pick up on Oct. 20. Sent 367 bags and 32 boxes. Laura wants to thank those who volunteered to help load the truck.
7. Bursary – Jean suggested a bursary for student active in the community. Laura phoned the school. We can do it through the school – the school would pick the person. Or we could do it through Prairieland where we would do the application process and picking. We will discuss at next meeting.

8. Outside display- Discussed getting a new outdoor Christmas display as the one that Betty Simpson has supplied is getting older. Discussed approaching Betty first to see if we could fix up the current one. Will keep in mind and be on the lookout for options. Can discuss at council level also.

9. Blower – Jean Curry suggested purchasing a gas-powered hand-held blower to clear sidewalks of snow.

Motion – Sherry Kinsman made a motion to purchase a gas-powered hand-held blower for a maximum of \$400. Seconded by Linda Quaschnick– all in favor.

Next Meeting set for Dec.6 at 4:00 PM.

Meeting adjourned at 5:28 PM.

Manager's Report – October 2017

Finance/Sales – Sales were a little slower this month - \$5091.85 with 376 customers and 266.75 volunteer hours. We have \$7,368.87 in our operating account, \$20,000 in our GIC and \$2006.13 in our savings. We did have a great Saturday on the 27th - \$662 in sales with no special promotions, sales etc. We were closed October 10 for Helen Carr's funeral luncheon.

Donations/Inventory– donations have not been lacking but able to keep up – it still amazes me when I see the tables at the beginning of the day and what the volunteers are able to accomplish by the end of the day!! The Diabetic Association came and picked up on October 20th – 367 bags and 32 boxes – thank you to the crew who helped me move them! I took 3 bags to the Mustard Seed on October 18. Gave some coats to the Hanna Food Bank – they are looking for coats if you know of any. Taking 4 boxes of electronics to the school robotic program today. Halloween is over so will be working on putting out Christmas now – still some coats downstairs also that will come up this month.

Volunteers – Thank you again to all our volunteers – most days are well covered. There is the odd day where we are short but it doesn't happen very often. Usually able to find coverage if needed. I really appreciate all the hard work and time our volunteers put in – you all keep the store looking wonderful and inviting 😊

Waste Control – still a lot of trash going out. The donation box has been rummaged through about 3 times this month. Thinking of putting up a camera?

Pricing – Still a work in progress! I am finding that quite a few customers are surprised at the pricing of coats and footwear when they are specially priced. They are not willing to pay that much for the items. Put up signage to address this? Special rack? Better labelling of prices on footwear? Change our pricing?

Community Outreach – Donations to Breakfast program (1000) and gave to DA, school robotics, mustard seed and food bank with item donations. Any other donations we would like to do at this time?

Management /Administration - Met with M&P – drafted a hiring agreement and job description. I will be working in the office until May 1st as Trish is on a leave of absence. I will cover some Saturdays to make up for these hours. I am finding administration is taking over the 20 hours max. per month so upped to 30 hours per month. Doing my best but if I can be doing anything more or differently, please let me know 😊

