

# Vendor Committee Meeting Minutes

March 28, 2014 ♦ 949 Market St, Tacoma, WA

## **Members Present**

Gloria Walling- NW  
Robert Ott- NW  
Carrie Arnold- NW  
James Janney- NW

## **BEP Students Present**

Robert Martin  
Roderick Roberts

## **BEP Staff Present**

Jeanne Gallo  
Liz Tunison

## **Guests Present**

Lee Lensegrav

## **AGENDA**

1. **1. Financial Report for Oct. 2013 through end of February 2014.**
  - a) **Consumable Inventory Debt owed as of March 2014: \$2,052.18**
  - b) **Rent past due as of February 2014: \$16.83**
2. **Training Program – Jeanne**
  - a) **Current class: Started Feb. 2014 End June 30<sup>th</sup>, 2014**  
**Student Rodrick Roberts & Robert Martin**
  - b) **Upcoming class: Start: July 7, 2014, 5 interested individuals, 2 have submitted their paperwork, none have taken the test**
3. **State’s Nutritional Guidelines & Vending Update – Jeanne**
4. **DOH Marketing Materials Questions – Jeanne**
5. **Report on Sagebrush – Gloria**
6. **Report on State Rehab Council meeting - Gloria**
7. **Vending Machine Revenue – Jeanne**
8. **Opportunities-**
  - a) **Ecology- Olympia**
  - b) **Beacon Hill**
9. **New Buildings —**
  - a) **FAA-Renton:**
  - b) **EPA- Seattle:**
10. **Report on Facilities:**
  - a) **Pierce County Annex remodel:**
  - b) **Lighting Project at King County Deli**
  - c) **Telephone line installation at Thurston County**

# MINUTES

## 1. Financial Report for Oct. 2013 through end of February 2014.

- Approximately \$831K in account. Fluctuates greatly, but trying to keep account at a certain level to avoid taking loan from the state.
- \$466K spent this federal year. \$236K is matchable funds. This is fairly consistent with prior years.
- Federal and state revenue has declined. Hoping it will level off, but concerns with implementation of nutritional requirements.
- Purchases on new equipment down due to excess in storage. Hoping to decrease rented storage units after EPA opens in May.
- BEP did sell some equipment to TPU when cafe closed.
  - a. Consumable Inventory Debt owed as of March 2014 is approx. \$2052.
    - Doesn't included FAA which opened in March.
  - b. Rent past due as of March 2014 is \$16.83.
    - One operator sent rent check for incorrect amount.

## 2. Training Program – Jeanne

- a) Current students will graduate end of June. In 7<sup>th</sup> week of class. Students were present and shared a little of their background with attendees. Both are doing well in their training.
- b) Next BEP Training Class scheduled to start July 7<sup>th</sup>. Five interested, but BEP can only accept three. VR Counselors are aware it's first come, first serve. Two have submitted applications, but haven't tested yet.

## 3. Nutritional Guidelines – Jeanne

- Per executive order Executive Order 13-06, state agencies are encouraged to adopt and implement food service guidelines that meet the Department of Health's Healthy Nutrition Guidelines. This includes insuring that vending machines will offer 50% healthy options. It also impacts BEP operators in state buildings as they are expected to adhere to guidelines that are set up with a point system.
- Several agencies have approached BEP about getting vending machines are up to code. But vending companies have until the end of the year to meet goals.
- Dept of Health is trying to work with every agencies wellness group and will be the "watchdog" of this program. DOH will also work with BEP operators to assist them in meeting guidelines.
- Dept of Health needs to get designated stickers to BEP to distribute to vending companies.
- BEP would like a list of approved products that operators can purchase that meet the DOH guidelines.

- Concerns from operators that customers won't respond well to potential pricing increase of healthier goods.

#### **4. DOH Marketing Materials - Jeanne**

- DOH didn't get their questions to Jeanne in time for meeting. Will be asking how many posters, table tents, etc. each operator (state buildings only) would like for their facility. Jeanne will follow up via telephone.

#### **5. Report on Sagebrush – Gloria Walling**

- Micro markets. Several companies spoke about them.
- Advantages of bulk purchasing. Entegra purchasing program.
- Covered various technologies, including Square credit card readers. Shared the benefits of using Square.
- New RSA Commissioner spoke. Was supportive of BEP program and spoke about marketing BEP.
- The Hadley School for the Blind ( <http://www.hadley.edu/> ) is doing more BEP-focused training. Classes are online and free. Jeanne asked Carrie to try some of them and report back to the committee about their usefulness.

#### **6. Report on State Rehab Council – Gloria Walling**

- Gloria recently joined the council after much encouragement. Position is appointed by the governor.
- Meetings are held quarterly in various locations around state
- Last meeting was held in Vancouver at the School for the Blind. Tour was very impressive.
- Business discussed included what to do with shop space at OTC after Bronson Goo retires this year. Also deliberated approaching governor with making state websites more accessible.

#### **7. Vending Machine Revenue – Jeanne**

- Revenue in both state and federal facilities have declined.
- Soda sales have dropped off.
- Concerns that the mandated 50% healthy options in state vending machines will decrease sales. May take time to bounce back.

#### **8. Opportunities**

##### **a) Ecology Olympia**

- Current contract is up and BEP was approached.
- Despite that there would be no rent, the cost to update the facility would be in the 300-400K range.
- Facility is very large and spread out. Over 7000 square feet. And sits ¼ of a mile from main building.
- When BEP visited, the traffic was very low even though the building claimed it was busy.

- There is a large conference room on campus, but it's never used due to parking constraints.
- BEP doesn't think this location is worth pursuing. BEP was there many years ago.

#### **b) Beacon Hill Seattle**

- Facility is too large and spread out. Would be difficult for anyone to be profitable.
- Facility not willing to award BEP just the espresso stand. They plan to contract with FareStart, a non-profit culinary job training and placement program for homeless and disadvantaged individuals.

<http://www.farestart.org/>

### **9. New Buildings**

#### **a) FAA Renton**

- BEP was there years ago.
- Many staff utilizes the Providence cafeteria next door where prices are low.
- BEP opened an espresso stand in March. Will be serving coffee, pastries and soup.
- An Avanti Micromarket was installed right next to coffee stand.

#### **b) EPA Seattle**

- Grab & Go Deli and espresso will be opening in May.
- Will not be serving traditional specials.
- Open 7-3.
- Hoping to keep prices low to keep customers' interest.

### **10. Report on Facilities**

#### **a) Pierce County Annex Remodel**

- County paid for portion of the remodel.
- Espresso stand is very visible from front of the building, but for staff entering from back side, they might assume espresso cart left. Sales haven't improved yet.

#### **b) King County Lighting Project**

- King County is installing new LED lights that BEP purchased. Progress is slow.
- BEP will get rebate for the LED lights.
- Remodel of facility has been completed. Operator seems very happy.

#### **c) Thurston County telephone line installation**

- Espresso cart will get telephone line installed while entire courthouse is being rewired. BEP is paying for the installation.
- Will help with the credit card line as the Wi-Fi isn't always reliable on campus.

## 11. Other Topics

- Having someone discuss technology and Square at next All-State. Someone that can discuss apps and items that help drive business.
- Discussed possibility of joining up with Idaho and Oregon for All-State. Location of meeting was debated. Would be more expensive as everyone would have to be put up in a hotel and travel would need to be paid as a central location would need to be found.
- Discussed possibly inviting Terry Smith to talk at All-State.
- Washington Council for the Blind is having local convention in Tacoma this October. Should be 400-500 attendees. Perhaps BEP can approach WCB about providing box lunches or catering.