

All State Business Meeting Agenda

Bobby Jayz Café, Office Building 2 Building, 1115 Washington St, Olympia, WA 98501
October 24, 2015 ■ 2:30 – 4:00 pm

Vendors Present

Robert Ott
Robert Miller
Carrie Arnold
Randy Tedrow
Roy Gappert
Stephanie Hilton
Kevin Heimbigner
James Janney
Teresa Lensegrav
Jacob Kamaunu
Roderick Roberts
Valerie Morioka

Licensees Present

Brian Raymond
Tim Scharff
Tami Dawes

BEP Students Present

Joaquin Luna

Staff Present

Bobby McCalden
Jim Sutherland
Liz Tunison

Guests Present

Mary Helen Schreiber
Bonnie Raymond
Lee Lensegrav
Richard
John Bechtel

The business meeting was held at the end of the 2015 BEP Annual All-State Meeting which is included several informative speakers:

- Lisa Whiteman, Financial Advisor, WSECU discussed planning for retirement.
- Chef Greg Meeker from Sysco shared healthy food, trends and preparation ideas.
- Alyssa Auvinen, Department of Health, Mary Problasky, UW and Zena Edwards, WSU hosted a roundtable discussion regarding healthy nutrition best practices.
- Peter Sharma explained features and benefits of Apple Square credit card processing and as POS system.

Meeting Agenda

1. Financial Status of the BERF Fund.
 - Total Revenue
 - Operating Revenue
 - Federal Vending Revenue
 - State Vending Revenue
 - Total expenditures

- Facilities, R&M, Replacing equipment, New site development
 - Training
 - Consumable Inventory
2. Nominating Vendors Benefit Package Distribution Parameters
3. Declaration by Vendors for Vendor Committee Representation
Current Committee Members at 2-year mark:
- James Janney – NW Region
 - Gloria Walling – NW Region
 - Roy Gappert – SW Region
4. Health Benefit Open Season – November 1-30th
- Nov 1 – 30, Medical only, no dental or vision
From Regence Blueshield:
 - Individual \$629.56 month
 - Individual plus spouse \$1200.31 month
 - Individual plus children \$1057.62 month
 - Individual plus spouse and children \$1628.37 month
5. State of the Program – Bobby McCalden
- Healthy guidelines
 - Rest Areas
 - Micro-markets
 - Opportunities –
 - Tacoma, Pierce County General Services Building: will be voted on by citizens November 3rd, whether or not to go ahead with plan. Also, \$15 NOW is on the ballot for minimum wage.
 - FAA, Des Moines Creek Business Park: 1,600 employees, construction starts 2016.
 - 1063 Capitol Way South: 700-800 people, construction finished middle of 2017 with all tenants in early 2018. Small space, bottom floor with entrance from Union, Main entrance on 11th Ave. on the next floor up.
 - Snohomish County Courthouse: Currently on hold. Construction was to start construction early 2015, but there have been delays.

6. BEP Food Service Training Program.
 - One student on schedule to finish at end of November.
 - One prospective student has shown interest and is going through steps to be ready for class, class may start in February or March.
 - Recruiting:
 - Status
 - Plan
7. Vendors time for share and compare, if time permits.

Meeting Minutes

1. Financial status of the BERF fund for October 1, 2014 through August 31, 2015:
 - Expenditures were up from last year due to the opening of EPA and Goodrich and with the movement of operators at Puget Sound Naval Shipyard (PSNS), King County Courthouse and FAA. PSNS has required multiple repairs and equipment replacement.
 - Federal and state revenue has increase from prior year. State has increased about \$5K and federal up about \$60K.
 - There was a large federal vending revenue check that comes annually that arrived a month early and was tabulated into this year's revenue. This may impact next year's federal revenue total.
 - While state revenue did increase, it will be critical to monitor the impact the 50% healthy requirement will have as it rolls out across the state. Hoping with the installment of more MicroMarkets, revenue will continue on its upswing. Been noted that commissions do increase in facilities that have switched to the MicroMarkets.
 - While the cash in bank (\$733,467) is less than last year (\$800,000), it is slowly improving as we rebound from opening facilities.
 - Total Revenue: \$972,175. Increase of \$87,000.
 - Operating Revenue: \$568,567. Increase of \$16,800.
 - Federal Vending Revenue: \$247,999. Increase of \$60,000.
 - State Vending Revenue: \$446,300. Increase of \$5,000.
 - Total Expenditures: \$1,330,219. Increase of \$194,000.
 - Remodel Facilities: \$26, 192. Decrease of \$25,700.
 - Repair and Maintenance: \$32,978. Decrease of \$9100.
 - Replacing Equipment: \$86,856. Increase of \$27,600.

- Purchase of New Equipment: \$23,767. Decrease of \$37, 300.
- New Site Development: \$120,938
- Consumable Inventory: \$28,845.

2. Voting for Vendors Benefit Package

- Benefit package may be a bit higher than previous year due to the increase in federal revenue. Total amount is still being determined.
- While state of the program is currently healthy, vendors must consider the potential for 4 new locations in the next few years that could impact the program. All sites are in brand new buildings under construction or under consideration and these build outs can be costly to the program.
- James Janney nominated the Benefit Package being distributed at 100% and Carrie Arnold seconded the motion. Randy Tedrow nominated a 50% distribution and Roy Gappert seconded it. No other amounts were considered. James Janney moved to close the nominations and Carrie Arnold seconded it.
- Ballots for voting for either 50% or 100% shall be mailed out soon to BEP Vendors.

3. Declaration by Vendors for Vendor Committee Representation

- Roy Gappert was nominated for the single SW Region position by Robert Miller. Carrie Arnold seconded it.
- Jacob Kamaunu was nominated for one of the two NW Region openings by Carrie Arnold and Randy Tedrow seconded it.
- Gloria Walling was also nominated for the NW Region by Robert Miller and Teresa Lensegrav seconded it.
- James Janney was also nominated for one of the two NW Regional positions by Carrie Arnold and seconded by Robert Miller.
- Stephanie Hilton was nominated for a NW position by declined.
- Ballots for voting on one SW Region and two NW Regions will be mailed out soon.

4. Health Benefit Open Season- November 1st – 30th

- Contact Bobby if interested in finding out more information and/or to sign up for health insurance. This is for medical only and not dental or vision.

- Will cost roughly \$630 for individual through Regence. Prices vary depending on county and number of dependents as well as the insurance company you choose.
- Life insurance was asked about it, but it was pointed out the state didn't offer a large amount and it would require legislation to have it added.

5. State of the Program

- Healthy guidelines: Coming from all levels of government and impacting our cafes and vending. Bobby feels this and potential of minimum wage increasing to \$15/hour are biggest issues facing vendors and the program. BEP is working diligently with Dept. of Health on the guidelines and hoping the spirit of cooperation keeps the requirements from becoming more stringent. Vendors are encouraged to share healthy successes with one another and try to work with their facility's wellness coordinator when applicable.
- Minimum Wage will most likely move to \$15/hour within next few years. At prior Vendor Meeting, it was requested that vendors gather to brainstorm ideas to prepare for wage increase. Seeking guidance on how to manage the increase in labor costs and would like to hear from a small business owner who has succeed at it. Vendors need to prepare now by getting a handle on food costs, finding ways to streamline menu, eliminating labor intensive items and adjusting pricing.
- Rest Areas:
 - Toutle River: Canteen Vending will be installing vending soon. WSDOT is getting facility wired.
 - Bow Hill is next.
- Micro-markets:
 - Currently about 25 MicroMarkets on contract. More will be installed as opportunities arise. In the majority of facilities with markets, the vending revenue gets a large boost so we see them as very beneficial for the program.
- Opportunities –
 - Tacoma, Pierce County General Services Building: will be voted on by citizens November 3rd, whether or not to go ahead with plan.
 - FAA, Des Moines Creek Business Park: 1,600 employees, construction starts 2016. BEP has been verbally told we'd have a facility at this location. No information beyond that.

- 1063 Capitol Way South: 700-800 people, construction finished middle of 2017 with all tenants in early 2018. Small space, bottom floor with entrance from Union, Main entrance on 11th Ave. on the next floor up. Be within blocks of several sub shops. Currently only have about 140 sq. ft. set aside for food service, which falls below our minimum requirements under federal law so that is being discussed. Also, the price per square foot is \$26-\$33 which also needs to be negotiated. Would this location be able to be profitable? Was suggested with the potential increase in minimum wage, that perhaps small locations with less staff might be a good thing.
- Snohomish County Courthouse: Currently on hold. Construction was to start construction early 2015, but there have been delays. Location might potentially relocate to Marysville.

6. BEP Food Service Training Program

- One student on schedule to finish at end of November.
- One prospective student is going through steps to be ready for class, class may start in February or March. He was in attendance for All-State.
- Recruiting: Bobby is working to build relationships with VR counselors by popping up at their quarterly meetings. He's also attending 4 conventions in the next month to network and submerge himself into the culture. Feels there is opportunity to find talent for BEP by making the connections and meeting people.

7. Share and Compare

- Vendors applauded Bobby for putting together a great meeting and for all of his hard work since joining BEP.
- Meeting was adjourned.