

GM Report Summary (September – December, 2014)

Caryl Guisinger, General Manager

Regular Operational Activities *(on-going):*

Answer emails; update strategic plan financials; cycle bookkeeping; send cycle reminder mailing; send wholesale flyer to current wholesale accounts each cycle; add new members; remove unsubscribed members; submit producer payments; send producer notes every other week; submit payroll every other week; handle expense reports; submit weekly GM report; maintain database lists for producers, forum, and members; pay monthly payroll taxes; etc.)

The following **Major Activities** below *are in addition to* the **Regular Operational Activities** above. Weekly reports are sent to the board. This is a compilation of those reports.

Major Activities for Weeks of 12/20-12/26:

- Completed purchase of half-semi from Nabers
- Working on the Slow Money loan application
- Sent December greetings to membership
- Started Sales & Use Tax return for 2014
- Coordinated freezer/refrigerator move to new Elkhorn pick-up site
- Updated Nebraska Market Maker bio (<http://ne.foodmarketmaker.com/business/419833>)
- New wholesale account discussion (Duggers Cafe)
- New retail site coordinator discussion (Burwell)
- New producer discussions (none)

Major Activities for Weeks of 12/6-12/19:

- Tabled at the Nebraska Farmers Union Conference (Kearney)
- Participated in a presentation to the Metro Omaha Food Policy Council (MOFPC) regarding revising the Nebraska cottage food regulations
- Attended Managing Multiple Priorities workshop (GI)
- Attended Lincoln Foodshed Working Group meeting (Lincoln)
- Gave presentation to Food Service Directors for CfRA (Bancroft)
- Secured mechanical inspection for half-semi at Nabers in York
- Completed product liability insurance audit
- Prepped for and took minutes for NFC board conference call
(next NFC board meeting during NSAS Conf in Omaha - exact date/time not yet determined)
- Prepped and mailed Christmas cards to current producers, site coordinators, churches, board, and staff
- Attended the Joselyn Institute for Sustainable Communities seminar (Ashland)
- Collaborate with Lone Tree re: distribution through NFC
- New producer discussion (Camp Creek Acres)

- New wholesale accounts discussion (Overton Public)
- New retail site coordinator discussion (Elkhorn)

Major Activities for Weeks of 11/29-12/5:

- Organized training and performed reference checks for Jonathan
- Sourcing used half-semi tractor
- Worked on strategic plan financials & projections
- New producer discussions (Straight Arrow Bison; Julie Dyer)
- Dealt with site issues (change in hours, change in open dates, closed site, etc)
- Created new PPT and presented at a Hispanic Producer training (CfRA)
- Attended focus group meeting for new Lincoln local food hub (Joselyn Inst)
- Created new NFC Site Equipment log for drivers
- Worked with Liz on her PPT for Western Conference
- Tabled at Nebraska Farmers Union Conference (Friday, Saturday)
- Finalized plan and scheduled work to retrofit truck refer unit
- Held collaboration discussion with Lone Tree

Major Activities for Weeks of 11/21-11/28:

- Prepped semi-annual CfRA invoice for F2S work per agreement
- Completed & sent November newsletter
- Discussed refer retro options w/Auburn shop
- NFC board conference call; took/wrote up/sent board minutes
- Producer discussions (Country Lavender, Back Alley Bakery)
- Worked with new Transportation Working Group (TWG) re: truck search for central route
- Identified potential 2015 grants (4) from SARE report
- Researched CDL requirements & sent to Jonathan
- Sent targeted emails to York, Seward, Fremont, GI, Hastings, Beatrice, Blair, Lincoln, and Norfolk members

Major Activities for Weeks of 11/8-11/21:

- Completed Strategic Plan financials and projections
- Prepared for and attended Board meeting (Prairie Plate)
- Finalized property transfer paperwork for Wolbach building & gave to attny for filing -- COMPLETED!
- Dealt with Refer repair issues & rescheduling of producer pick ups
- New pick-up site coordination (Seward, Fremont, N. Platte, downtown Omaha)
- Attended Slow Money meeting with Jeremiah (Omaha)
- Met briefly (and separately) with No More Empty Pots and Lone Tree at Slow Money meeting regarding NFC collaboration
- Developed initial working relationship with Tomato Tomato
- Prepared PPT and presented at F2S Food Service Director workshop in Verdigre

- Updated site with newly elected executive board members & new advisory member, Andrew Hollister
- Meeting w/Beth to determine new route split for eastern and central routes
- Worked with repair shops (Tom in Auburn & Jeff at Midlands Carrier) re: truck issues
- Resolved Inspro/IMT payment issue
- New producer phone calls (Nishnabota, Grey Plume, Straight Arrow Bison)
- 'Interview' with the National Sustainable Agriculture Coalition in DC regarding NFC's Farm to School work

Major Activities for Weeks of 11/1-11/7:

- Completed Strategic Plan draft
- Assisted Roy with limping truck from Omaha to Auburn for transmission repair

Major Activities for Weeks of 10/11-10/31:

- Completed NCDC Grant report
- Completed 3rd Qtr Payroll info to Oelkers for filing tax report
- Completed annual application for product liability insurance
- Tabled at three events: Farm to School Summit, MilkFest2014, Ag Conference
- Worked on Strategic Plan draft
- Requested NFC presentation slots at NeFU Producer trainings (*confirmed for February*) and NSAS Healthy Farms Conference (*unknown at this date*)
- New Wholesale customer accounts: Prairie Plate, multiple schools (Aurora, Wood River, Kearney, Bridgeport, Hemingford, GI, Lincoln Lutheran, UNL, Litchfield, Omaha, Thayer Central, Wilber-Clatonia)
- New Wholesale producers: Grain Place, Erstwhile, Common Good Farm, Chisholm FF
- New Producer discussions: Beansmith, Hollister Farms, Our Little Farm, (plus multiple producers at MilkFest) etc.
- New pick-up sites:
 - **Confirmed:** Carnivore (GI), new downtown Omaha, Fremont, N. Platte
 - **In Process:** It's All About Bees (Ralston), Seward, No More Empty Pots (north Omaha), Hastings

Major Activities for Week of 10/4-10/10:

- Researched July payroll details for QB tech support
- Sent Q3 payroll information to Oelkers
- Designed and ordered 5x3 vinyl banner for tabling (*to be used with or without booth*) for upcoming events in late October
- Worked on Strategic Plan
- New Wholesale customer contacts (multiple schools)

Major Activities for Week of 9/27-10/3:

- Reconciled July and August financials (found that July payroll was not identified in current QuickBooks)

account)

- Worked on Strategic Plan

Major Activities for Week of 9/20-9/26:

- Hired new I-80 route driver (Scott Hanson)
- Dealt with producer issue
- Set up new Ogallala and Dundee/Jocelyn Castle sites
- Scheduled regular truck maintenance & gooseneck trailer refer repair
- Started developing wholesale process (*first institutional customer: Aurora Public School!!!*)
- Worked on Strategic Plan (*including separate discussions w/Gary, Beth, Roy*)
- Completed September newsletter
- Organized logistics for loaning of gooseneck trailer to BOLD NE for Willie Nelson concert (*8,000 tickets sold*)