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| **Board Attendance** | |  | **Member & Guest Attendance** |
| Brenda Haines x | Sam Larson x |  |  |
| Nicole Waltemath x | Lizz Redman x |  |  |
| Melissa Weyland x | Kathi Reinl |  |  |
| Peter Westort x | *Vacant Seat* |  |  |
| Za Barron x |  |  |  |

| **Topic** | **Facilitated by** | **Discussion** | **Actions** |
| --- | --- | --- | --- |
| Call Meeting To Order | Brenda | Brenda called meeting to order at 6:35pm. |  |
| Member Comment | All | None. |  |
| Approval of Consent Agenda | All | Motion to approve consent agenda, Nicole Waltemath moved to approve, Lizz Redmond second. Consent agenda approved.  Removed from consent agenda for discussion:   * Membership: discussed the mismatch between consent agenda and messaging, messaging is correct as we got a new member for the New Year * Reviewed Action Items from previous agenda   Motion to approve consent agenda AI review, Nicole Waltemath moved to approve, Lizz Redmond second. Consent agenda approved |  |
| Business Plan | Brenda/Za | Business plan recap:   * The business plan has been sent off for review. THANK YOU ZA! * Nicole will work on setting up business plan call with CDS. * Discussed financial on-pager and its role as we enter next steps * Discussed advice provided at U&C about lender relationship building, local lenders vs national and challenges with lending and the cooperative model * Discussed utilizing U&C as an opportunity to meet with lenders that are present to build relations in person and the role of a one-pager in forming those relations   Next Steps:   1. Business plan compiled (DONE) 2. CDS review (IN PROCESS) 3. Make revisions per CDS 4. Send to our member reviewers to look over 5. Make revisions per member reviews 6. Obtain formal board approval 7. Utilize as a living, active document proceeding | Lizz: send message to Al and Gene with an update of where business plan is at, and check that they will review after CDS  Nicole: will work on financial one-pager  Lizz: post in online start-up groups if anyone has advice/samples of a one-pager to share |
| Treasurer’s Report |  | |  |  |  |  |  | | --- | --- | --- | --- | --- | | Accounts | |  | Membership | | | Savings | $76,837.60 |  | Fully paid | 715 | | Checking | $509.58 | Partial Paid | 74 | | Total | $77,347.18 | Total | 789 |   Mail: none reported |  |
| New Members |  | Refer to consent agenda |  |
| Exec Team | Brenda | Up and Coming Conference:   * Brenda is already registered, also signed up for Capital Campaign sessions so we have a seat * Lizz attending, Sam (grow your membership sessions), Peter (finance sessions), Melissa, Za all planning to attend * We will stay after U&C Closes for a recap   Menomonie Market Food Co-op Mentorship update:   * Melissa and Menomonie’s GM, Crystal Halverson have been connected * Would like to move forward with a phone call to introduce us to Crystal, with a few high level questions to start   Questions for Crystal:   * When you did your expansion – did you do a capital campaigns? Direct public share? Member loan? * What resources did you use for your legal documentation for capital campaign? * How is the labor pool there? * Producer relationships? * Do you do a buying contract through NCGA? Other contracts? * How can we make this successful for you? | Melissa: invite Crystal for a 30min meet and greet at one of the next BOD meetings or retreat |
| Governance | Za | 2019 Election:   * Melissa working on timeline per bylaws, Governance committee is meeting 1/3/19 to discuss timeline and workload * Za will reach out to Stephanie and Brenna to see if either would be interested in assisting with the voting process * Need to put together dates for Board Recruitment information meetings   Annual Meeting:   * Discussed general meeting needs. Location, food, budget, music, etc. * Will discuss with governance committee on 1/3/2019 at meeting also | Melissa: share timeline via basecamp with BOD after governance meeting |
| Site Selection | Brenda | Committee Appointments:   * So far two members for sure, likely a third. Discussed next steps to fulfill site selection committee * Motion made to appoint Audra Hoy to site selection committee Nicole Waltemath moved to approve, Lizz Redmond second. * Nicole will not be re-running for the board this year so will not be the board liaison between site selection and BOD   Discussion came up with data mining and clean-up needs, specifically discussed need for tagging of areas such as volunteers, producers, business owners, committee members, etc. |  |
| Grants | Za | * Samara is going to attend a federal grant webinar called “America’s Healthy Food Financing Initiative” * Question: How to learn more about the WEDC grant? Thought we could not apply until we are farther along in the process * Discussed WEDC * Grant committee will be building a grants calendar |  |
| Communications & Outreach | Lizz | * Tabled the 2019 Communications Plan review, will discuss at the retreat. * Brenda and Lizz will draw FB live for the painting winner after the meeting |  |
| Membership Recruitment | Sam | Reviewed 2019 Member Engagement Committees annual events plan. | Nicole send Sam contact information for Bare Bones owner. |
| Finance | Peter  /Nicole | Business Plan:   * Discussed earlier, under exec. report   Monthly financials:   * December closed, posted to Basecamp |  |
| Hiring | Kathi | Project Manager Hiring Updates:   * Reviewed update Kathi sent in via email | Kathi: create estimated budget needs to post position |
| Adjourn |  | Meeting adjourned at 9:11pm. |  |