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| **Attendees:** | | | | |
| Kelly Matthews X | Nicole Waltemath X |  |  |  |
| Stephanie Gyldenvand X | Brenda Haines X |  |  |  |
| Lawrence Stahowiak X | Melissa Weyland X |  |  |  |
| Paul Van Auken - traveling | Za Barron - traveling |  |  |  |
| Brenna Root X (via phone) |  |  |  |  |

| **Topic** | **Facilitated by:** | | **Discussion** | | | **Actions** |
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| Call Meeting To Order | Kelly | | Kelly called meeting to order at 6:40pm. | | |  |
| Member Comment | All | |  | | |  |
| Approval of Minutes | All | | Stephanie made a motion to approve minutes from 6-21-17 meeting. Lawrence 2nd. Minutes approved. | | |  |
| Treasurer’s Report | Lawrence | | Savings: $58,119.09  Checking: $282.35  Oshkosh Community Foundation: $4,997.56  Seed Grant: $1121.56  Members: 480  Part Time Members: 55  Total Members: 535  Mail: None.  Lawrence notified the group he is having surgery the end of September which may result in missing 2 meetings. Kelly will check mail during that time. | | |  |
| New Members | Lawrence/ Kelly | | Brennen/Emily Thoma – Producers: Thoma Poultry; Kelly Seidl, Nicole Nelson; Aaron Haase ; Elizabeth Redman  One PP member asked to stop making payments due to financial hardship. Kelly offered to place a hold on payments, member accepted and appreciated offer. | | |  |
| Standing Business |  | | **Standing Business** | | |  |
| Credit Card Application | Lawrence | | CC team met this evening before board meeting. Worked on policies on CC use including who gets the card, expense reporting, how BOD approves expenses, budgeting, spending, etc. Draft coming to board on basecamp for review. | | | Nicole add drafts to basecamp for board review. |
| Timeline review | Kelly | | We are still eligible for seed grant – how do we want to handle? Discussed ideas included seeing where we are at in October & gauge needs then, business plan dev, Oct member drive event, site selection assistance, staffing work (job desc, policy dev). Where does University assistance fit into some of this? There have been many changeovers.  Decision made to discuss timeline further at next meeting when more board members present. | | | Kelly discuss with Jaqueline Hannah.  Kelly add to next meeting agenda. |
| Brochures | Brenda | | Brenda updating with new phone and email, ordering asap. | | | Brenda order brochures. |
| Site Selection | Stephanie | | Discussed non-disclosure agreement, desired level of transparency within the board, risks associated with potential sites becoming public and potential need for future confidential discussions amongst board. Concensus was made that a NDA is necessary. Further discussed possibly anonymizing prospective locations so discussions can be had with broader audiences.  Completed a site location mapping exercise. Reviewed OFC site evaluation draft rubric.  Concern was expressed that this is premature; we are 250 members away from site selection. | | | Stephanie consult CVS for resources.  Kelly discuss with Cooperative Network on July call.  Kelly check Up and Coming drop box for related resources. |
| Member information – email cleanup | Lawrence | | Lawrence called all members who’s emails are not going through and has corrected them. There are a number of emails of non-members bouncing back that he is unable to track down. | | | Brenna share bounce backs from next all member-email to Lawrence. |
| Member Onboarding | Melissa | | Discussed need for smaller group of SME’s to review the flows and update. There are technology changes that will change these processes soon. Decision was to clean the procedures up before the Oct member drive.  Group to also create a Bouceback email process. | | | Melissa set-up working group meeting. |
| Buying Club | Kelly | | Kelly met with Anne 6-27. Discussed Anne assisting with local business involvement, cash mobs, etc. | | | Kelly will post update to board on Anne’s decision |
| Volunteer Coordinator | Stephanie | | Still need to connect with Roy. Roy’s attending market on Saturday. | | | Stephanie connect with Roy. |
| Market Plan | Kelly | | Remember to gather contact information for giveaways. Market July 8 and 29. | | |  |
| Bylaws | Nicole | | Bylaws are posted on basecamp. | | |  |
| Business Plan | Kelly | | Kelly requested file information from Up and Coming. Next board letter will feature 3 things to know about a business plan. | | |  |
| Technology Update | Stephanie/Brenda | | New phone number: Matt suggested a Google number. This will forward to Kelly but can evolve to forward anywhere, offers long-term flexibility. No cost.  Emails: New emails including @info and @admin. We will be eblasting soon from Nation Builder. | | |  |
| Grants |  | | Za returning next meeting. | | |  |
| Social Media | Brenna | | Grow-op video was posted. | | |  |
| Board Letter | Kelly | | Business plan excitement, pitch to support OFC farmers/members | | |  |
| Mentorship with PFC | Stephanie | | Not a lot of response. Keeping a list of questions. Discussed a board trip to visit People’s Food Coop later this year. | | |  |
| Meet and Greets | Kelly | | None scheduled at this time. | | |  |
| Fall Membership Event | Brenda | | Met with Cynthia. Pulling a planning team together. Suggestion made to consider doing a callout for event coordinators/interest from the membership. | | | Kelly pose question in next newsletter. |
| Project Manager |  | | Discussed future need for a paid project manager to assist with event planning. | | |  |
| Faith Outreach Committee | Stephanie | | Committee met and discussed what this might look like. | | |  |
| Other Outreach Events |  | | Oshkosh Independent meeting: Kelly reported that OFC had great presence at 6/23 event.  Splash Pad 6/24: Kelly reported weather didn’t make for a great turn out  Well Oshkosh 7-28: Confirmed, Kelly attending | | |  |
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| New Business |  | | **New Business** | | |  |  |  |  |
| Board Retreat | Kelly | | Discussion of dates for fall/winter board retreat. Board suggested November. | | | Kelly checking November dates and will regroup next mtg. |  |  |  |
| Fall Member Benefit | Kelly | | Compost 2.0 event, early September. Kelly working with Allison. | | |  |
| Adjourn | All | | Nicole made motion to adjourn meeting. Brenda 2nd it. Meeting adjourned 8:38pm.  Next Meeting:  7/19/2017 at 6:30pm, 817 Waugoo Ave | | |  |