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

| **Topic** | **Facilitated by** | **Discussion** | **Actions** |
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| Call Meeting To Order | Brenda | Brenda called meeting to order at 6:35pm. |  |
| Member Comment | All | Comment from member Matthew Wiedenhoeft. |  |
| Approval of Consent Agenda | All | Motion to approve consent agenda, Za Barron moved to approve, Lizz Redmond second. Consent agenda approved.  Removed from consent agenda for discussion:   * Membership updates * Farmers Market Updates * NCG Invoice   + Kathy to assess whether this is a good avenue for job postings   + Board needs to gain visibility of the magazine, research site | Kathy: bring feedback to the next meeting on NCG value for hiring process  Lizz: Email Kelly to see if she is currently receiving the NCG magazine |
| Treasurer’s Report |  | |  |  |  |  |  | | --- | --- | --- | --- | --- | | Accounts | |  | Membership | | | Savings | $80,142.46 |  | Fully paid | 693 | | Checking | $526.87 | Partial Paid | 75 | | Total | $80,669.33 | Total | 768 | | Community Foundation | $4,925.85 |  |  |  |   Mail: membership brochures and checks |  |
| New Members |  | Refer to consent agenda. |  |
| Exec Team | Brenda | Member Engagement (Lynnsey):   * Originally the ask was to do 3 events/year, now we are shooting for 1/month. Discussion of what this may look like, how it could be executed (man power). * Connect with Lynssey’s ideas/plan for 2019 * Overall board supported recommendation to host at least 1 event/month to keep membership engaged, building of our community | Brenda: reach out to Lynssey re: 2019 member events |
| Governance | Za | Annual Meeting Planning:   * Potential date: Wednesday, March 27 * Looking into who is up for re-election * Board member recruitment * Briefly discussed formation of the 2019 member Annual Meeting Planning committee |  |
| Site Selection | Brenda | Site Selection:   * Discussed previously recommended nominees, reviewed who is interested, who declined. Those serving on existing committees were asked if they were interested in site selection, and which committee they would prefer * Site selection committee formation will continue as we ask a few more candidates before the next meeting * Nicole offered to be BOD liaison between site selection committee and BOD. Board discussed in support of this.   Discussed need for updated market study, cost and process. | Za reach out to additional potential site selection candidate. |
| Grants | Za | There is now a grants committee, 4 people including Za. Committee will meet and make grants calendar.   * Official committee appointments to be made at the next BOD meeting * Discussed strategy and details of the BLBW Grant and the WEDC grant |  |
| Communications & Outreach | Lizz | Membership Milestones:   * Reviewed timeline graphic * How do we keep communicating, what is the message? How do we message the next milestones? * Discussed in depth next steps, next messaging steps, reviewed Lizz’s communication plan * General discussion of messaging now to end of year and potential giveaways   Website Update:   * Updating, cleaning. Please review document posted to Basecamp together to verify if we are going in the right direction so the work can be handed off to committee   Giveaways:   * Bare bones 6-packs, Bottle of wine, Growler from 5th Ward, paintings   Other:   * Press release for 750+ members, site selection begins * Reviewed Member Communication Plan no to open * Reviewed connection between cash flow, member numbers and messaging intertwinement * 750+ announcement via social and member email | Brenda check into why social graphic is cut off at 1,000 members vs 1,200.  Lizz and Sam to connect about the holiday campaign. |
| Membership Recruitment | Brenda | Co-op Grow Op:   * Grow-op team was not yet able to get together to debrief, update coming later * Reminder BOD completed their debrief at the last board mtg |  |
| Finance | Peter  /Nicole | Business Plan (Za):   * Discussed having FCI review * Two missing sections: Executive Summary and Business Overview * General discussion of completion of business plan, next steps, ways we can assist Za to completion of compilation   Operating Budget:   * Reviewed cash flow budget with Peter and positive impacts of PM hire delay on our budget |  |
| Hiring | Kathi | Project Manager Hiring Updates:   * Interviews set, questions ready, proceeding with three of the applicants, interview location set * Made candidates aware next step would be to meet some of the board/certain members of the board * Discussed hiring committee strategy, overall plan for process * Tentative holds for BOD members: December 12th and December 15th   Hiring Policies:   * No progress on this yet, have reached out for feedback from others without luck. Will reach out to other co-ops for assistance |  |
| Adjourn |  | Meeting adjourned at 9:48pm.  Upcoming meeting(s): December 5, December 19 |  |