



Oshkosh Food Co-op Board Meeting
 Date: 3-20-2019
 Time: 6:30-9:30pm
 Location: Blue Door Consulting
 Minutes Recorded by: Melissa Weyland

Board Attendance		Member & Guest Attendance
Brenda Haines x	Sam Larson x	Travis Driessen
Nicole Waltemath x	Lizz Redman x	Warren Bergman
Melissa Weyland x	Kathi Reinl x	Tracy Vinz
Peter Westort x	<i>Vacant Seat</i>	Anna Allen (Adjunct BOD member, Leadership Oshkosh)
Za Barron x		

Topic	Facilitated by	Discussion	Actions
Call Meeting To Order	Brenda	Brenda called meeting to order at 6:45pm. Introductions with board candidates and current board.	
Member Comment	All	<ul style="list-style-type: none"> - Travis announced his potential intention to forego candidacy of the board. - Travis shared an update on a project he is working on toward a regional food system 	
Approval of Consent Agenda	All	<p>Motion to approve consent agenda, moved to approve, second. Consent agenda approved.</p> <p><u>Removed from consent agenda for discussion:</u></p> <ul style="list-style-type: none"> - No comments to remove but Nicole asked that we please clean up the agenda 	AI: Please remove old actions items form the consent agenda.



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		Sam Larson made a motion to approve the consent agenda, Nicole Waltemath second. Motion carried.																	
Treasurer's Report		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">Accounts</th> <th colspan="2" style="text-align: center;">Membership</th> </tr> </thead> <tbody> <tr> <td>Savings</td> <td style="text-align: right;">\$ 77,624.30</td> <td>Fully paid</td> <td style="text-align: right;">732</td> </tr> <tr> <td>Checking</td> <td style="text-align: right;">\$ 509.58</td> <td>Partial Paid</td> <td style="text-align: right;">76</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">\$ 78,133.88</td> <td>Total</td> <td style="text-align: right;">808</td> </tr> </tbody> </table> <p>Community Foundation: \$ 4,947.16</p> <p>Mail: none reported</p>	Accounts		Membership		Savings	\$ 77,624.30	Fully paid	732	Checking	\$ 509.58	Partial Paid	76	Total	\$ 78,133.88	Total	808	
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New Members		Refer to consent agenda.																	
Exec Team	Brenda	<u>Strategic Timeline:</u> <ul style="list-style-type: none"> - Between now and next meeting, please take a look at the timeline see if any of Kathi's date changes with hiring need to also be adjusted - Board reviewed strategic timeline, make updates to 																	
Governance	Za	<u>Policy Register:</u> <ul style="list-style-type: none"> - Would plan to create one register for staff, so that it can be used for PM and then again for GM so we are not creating two separate registers 	ALL: please review policy register and																



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		<ul style="list-style-type: none"> - Some concern expressed that PM and GM do not have the same level of authority, we would need to be reflective of that - Discussed role(s) of job description, policies and employee handbook - Board overviewed the registered for familiarity of how to navigate - Brenda recognized that this is a major milestone - Lizz asked if this would be reviewed by legal expertise - Peter asked where the financial policies came from. Za responded that we collected policy registered from 5 other established food cooperatives that have been running for anywhere from 3-5 years. It is also our understanding that if we do not have a policy register, lenders we would not receive approval from lenders. - Is there a danger is becoming too specific? - Also discussed bylaws as overriding document, bylaws vs policy register document 	<p>add comments in Basecamp by 3/27</p>
Grants	Za	<p><u>Grants:</u></p> <ul style="list-style-type: none"> - Reminder we are not applying for Buy Local, Buy WI - But we do have an application with HFFI (Healthy Food Financing Initiative) - Discussed who manages reporting requirements that often come with grants, also has to be someone taking the lead to see through that we are spending the money and time on things that we said we were going to spend the money on what we said we are (receipt management, budget changes, etc., think of a grant as a project) 	



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		<ul style="list-style-type: none"> - If comes to fruition, Treasurer would be in charge in terms of receiving but our PM would be responsible for being able to measure and report that we have achieved outcomes that we have set - Are we comfortable giving our PM this task? Yes this is the execution of the work that we have them scheduled to do, it is the financial side 	
Site Selection	Brenda	<p><u>Site Selection Committee:</u></p> <ul style="list-style-type: none"> - Met Friday, crafted a project overview identifying characteristics we are looking for - We are moving along towards our - Sam asked what if we want to add characteristics how we should do that, Brenda said we would like to have that now/before getting too far into the process. Need comments by 3/29 - Audra confirmed she would be willing to give a once a month update to the board meeting. Brenda will see if she can do the 4/17 meeting 	
Co-op Grow-op 2019	Brenda	<p><u>Co-op Grow-op 5.0:</u></p> <ul style="list-style-type: none"> - Date on hold at convention center for 5/20 - Expense side of the budget has been around \$11,000 - We do not have grant funding for it this time around, we previously discussed if there were options to help offset the cost - The convention center have reduced rental and AB cost, saving \$1,400 - Ann reported Verve is in to sponsor at \$3,000 	



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		<ul style="list-style-type: none"> - Suspect one more donor to kick in \$1,500 (feel confident about this) - With donations, our net is brought down from somewhere between \$5-6,000 (estimating \$5,600 with the offsetting of donations) - Calling potential dream team members and getting a meeting out with an event save the date - Looking to target somewhere in 300 guests range - Do not need to make a vote on budget as this was in 2019 budget that we passed 	
Communications & Outreach	Lizz	<p><u>Data Analytics:</u></p> <ul style="list-style-type: none"> - Increased visibility for call to action (members to join) - Create alternative join pages so we can track on the back end how/where people join - Reviewed what we had now, made tweaks we could quickly to make things better, now working on what we could be doing long-term <p><u>Swag:</u></p> <ul style="list-style-type: none"> - Lizz recapped previous conversations at U&C about swag - Tracy mentioned that 4Imprint does offer swag, Lizz is going to check in <p><u>Communications:</u></p> <ul style="list-style-type: none"> - Outgoing board members email - Going forward we will have a lot of footage and pictures to use for future posts, events, etc. 	



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Finance	Peter	<u>Business Plan (Za):</u> - Everyone will need to review Business plan by 4/19	
Hiring		<u>Project Manager Hiring Updates:</u> - Potentially have one more candidate to add to the interview time on Monday Kathi will connect - Discussed process for follow-up on questions from board members - Reminder that interviews are on Monday - Brenda will set-up a go to meeting Next interviews: Monday, March 25. One confirmed for 6:30pm, plan for a potential second one to potentially be there until 9.	
Annual Meeting		<u>Annual Meeting:</u> - About 77 RSVP's so far but we can adjust our food up to one week before the event - Need two people at the check-in table Who can be there at 5pm? Melissa, Sam, Kathi - AM committee will print the candidate profiles that will be displayed - Melissa will bring the ballots for members to vote - We will need to help clean-up at the end - Brenda will be doing the presentation - Beth from UW-O will be there setting up video booth - Will also have a photo booth	



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		<ul style="list-style-type: none"> - Za and Sam will sponsor the sticker giveaways - Lindsey and Brad have been great - If anyone is coming to join, they can do that at the welcome table - Nametags: Lizz making them so everyone is clearly identified <p><u>Elections/Board Transitions:</u></p> <ul style="list-style-type: none"> - Please check-in with members as you are mingling that they have voted - We have two governance people that will count ballots this year - Nicole expressed concern that in the past member list (primary vs secondary) lists and voting lists did not match, Melissa will work on this off-line - Board member onboarding: 2.5-3 hours, not everyone will have to be there. Likely the 27th or 28th of April. It will be a weekend, Za will send a poll. Anyone continuing on the board is encouraged to attend as it's a good review and refresher 	
Adjourn		<p>Travis Driesen reported he is no longer going to resign from the 2019 election process.</p> <p>Board adjourned the meeting at 8:30pm.</p>	