



Oshkosh Food Co-op Board Meeting
 Date: 9/18/2019
 Time: 6:30-9:00pm
 Location: Blue Door Consulting - Oshkosh, WI
 Minutes Recorded by: Melissa Weyland

Board Attendance		Member & Guest Attendance	
Brenda Haines x	Lizz Redman x	Laura Schwartzburg. – staff, project manager	
Sam Larson x	Susan Vette x		
Melissa Weyland x	Warren Bergman x		
Peter Westort x	Tracy Vinz x		
Molly Smiltneek x			

Topic	Facilitated by	Discussion	Actions
Call Meeting To Order	Brenda	Brenda called meeting to order at 6:36pm.	
Member Comment	All	<p>Peter: passed comments along that someone from the YMCA approached member Maureen regarding us partnering on using their kitchen, either now or down the road.</p> <p>Warren: WI Mental Health Institute would like to provide a door prize for their event. Melissa said OV will donate cheese, Lizz said a loaf of Thunderbird bread and Tracy said Olden will do a gift certificate.</p>	<p>Melissa, Lizz and Tracy: bring their donations for Warren to place in the basket to the next meeting.</p>
Approval of Consent Agenda	All	Motion to approve consent agenda, Warren Bergman moved to approve, Tracy Vinz second. Consent agenda approved.	



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		<p><u>Removed from consent agenda for discussion:</u></p> <p>Financials as of 8/31:</p> <ul style="list-style-type: none"> - Reviewed current balance sheet, income statement, expenses <p>Motion to approve financials as presented by Susy Vette, Lizz Redmond second.</p>																					
Treasurer's Report		<table border="1"> <thead> <tr> <th colspan="2">Accounts</th> <th colspan="2">Membership</th> </tr> </thead> <tbody> <tr> <td>Savings</td> <td>\$90,100.21</td> <td>Fully paid</td> <td>904</td> </tr> <tr> <td>Checking</td> <td>\$627.32</td> <td>Partial Paid</td> <td>110</td> </tr> <tr> <td>Total</td> <td>\$90,727.53</td> <td>Total</td> <td>1014</td> </tr> <tr> <td colspan="2">Community Foundation</td> <td></td> <td>\$4,947.12</td> </tr> </tbody> </table>	Accounts		Membership		Savings	\$90,100.21	Fully paid	904	Checking	\$627.32	Partial Paid	110	Total	\$90,727.53	Total	1014	Community Foundation			\$4,947.12	
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New Members		Refer to consent agenda																					
Exec Team	Brenda	<p>Small and Strong Food Co-op Conference (Melissa):</p> <ul style="list-style-type: none"> - One day only for a fee of \$20 - Bloomington, MN - See agenda attached to basecamp if interested 	Melissa will post the details to Basecamp and register us as a group (if anyone wants to go).																				



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Site Selection	Brenda	<p><i>Due to the competitive marketplace, the Oshkosh Food Co-op may move into closed session for this portion of the meeting.</i></p> <p>Motion to move into closed session to discuss confidential site selection information moved by Molly Smiltnek, Melissa Weyland second.</p> <p>Closed session discussion took place.</p> <p>Motion to move out of closed session and conclude confidential site discussion by Peter Westort, second Lizz Redmond.</p>	
Governance	Molly	<p>Brenda mentioned that we should be thinking about what campaign related policies are needed. Escrow, investment policies, etc.</p> <p>The policy register was presuming we are open and have a pre-GM relationship, this is pre-open and we should double check that our governing docs are up to our needs.</p>	
Capital Campaign	Susy	<ul style="list-style-type: none"> - Susy reported an incredible successful run of board commitment meetings, great conversations, very inspiring and thankfulness towards everyone's willingness to meet where they are able to - Board commitment conversations are almost complete 	



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		<ul style="list-style-type: none"> - We hired Katie Novac for training, discussed the training options an expectations of board members to attend training, committee members and general memberships roles in the campaign - Lizz asked if we think we will meet our goal, Susy said she thinks we will and Brenda added we are already very close to 100% participation for aboard level <p>Appointments to the Capital Campaign team:</p> <ul style="list-style-type: none"> - The following stand appointed to the committee for in-person appointments: Susy Vette, Tim Raupp, Susan Hirschberg, Molly Smiltneek, Alex Hummel, Lizz Redmond, Laura Schwartzburg, Brenda Haines - The following are appointed as admins: Laura Crichton and Sam Larson - The following are appointed as closers: Peter Westort, Mary Wiedenmeier and Bob Niendorf - The flowing are appointed as callers: Terry Hope, Misty McPhee Cynthia Thorp, Marie Boleman, Sam Zinth, Juiette Sterkens <p>Needs:</p> <ul style="list-style-type: none"> - At least one more closer <p>Discussion:</p> <ul style="list-style-type: none"> - Board reviewed updated capital campaign timeline. 	



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		<ul style="list-style-type: none"> - Discussion of trainings vs. information session being close in timing, is that confusing? - Discussion of electronic joining, limitations on tech. We currently use Blue Door's GoTo meeting subscription which does not allow for a large number of online participants. - Training consultant: reviewed two. One was from Firebrand and the other from Cooperative Consulting. We decided we will have Katie Novac come on site for the weekend of training as she is a very experienced - Board members that have been working with Katie on this portion of the project gave their feedback on what they appreciated, and her level of expertise and that she is a great trainer <p>Motion made to approve the hire of Katie Novak as our capital campaign consultant and trainer first by Susy Vette, Melissa Weyland second.</p>	<p>Peter: Complete down payment of \$500 for Katie's services, Brenda will provide her payment information</p>
Communications & Outreach	Lizz	<ul style="list-style-type: none"> - Still looking for some help with Facebook ads. The member that we originally appointed to this role had later asked to be paid. There seems to have been some miscommunication on payment vs. volunteer. Since this is a volunteer organization, we will need to find another member willing to volunteer that does not expect payment - We need to do a Facebook live for the dinner drawing push to 1,000 members 	



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Food Justice	Sam	Adam is coordinating emails among the team and asking for good times to meet. A lot of great ideas and great resources being shared, but seems to be having a hard time finding meeting times amongst a very busy group of people. Officially Food Justice Committee Appointment: Miyoko Grine-Fisher	
Membership Recruitment	Brenda	We made it to 1,000! Welcome new members!	
Finance	Peter	<u>Escrow account:</u> <ul style="list-style-type: none"> - Interest, fees, limitations, etc. related questions were asked to two different financial institutions. Peter heard back from one, did not hear back from the other. - Discussed additional institutions that Peter could reach out to, and those that have members 	
Grants	Sam	<ul style="list-style-type: none"> - There was technical assistance opportunity mentioned by the city that at first was perceived as a grant, later learned it's not really. - Team continues to monitor grant activity and potential of upcoming grants 	
Hiring	Melissa	<u>General Manager Hiring:</u> <ul style="list-style-type: none"> - GM Job posting is slated to go out to the masses mid-October 	



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		<ul style="list-style-type: none"> - Committee is currently reviewing the “General Manager Hiring Toolbox” from CDS/National Cooperative Grocers. Very helpful publication. - Team is reviewing tools on Google Drive to determine what key attributes to include in job description, but similarly to hiring our Project Manager, would like to gather feedback from the board on what they feel is important to our store/region/situation. - Committee is proposing to a committee member [Kathi] join us at the next meeting to lead a discussion on this topic, and gather feedback to take back to the group to formulate job description - Melissa recommended board take time to review the “GM Success Profile” on basecamp in advance of the next meeting. “What competencies, skills, personal attributes are most important to you as we search for our first GM?” - Board discussed hiring timeline, as job was to be posted in October per strategic timeline. Board recommends flexibility to the committee when posting takes place, specifically that we should post it in coordination with the wrap up of a successful Capital Campaign, and other critical pieces to our timeline. Discussed financial burden if we hire too soon before the doors open 	
Adjourn		Meeting adjourned at 9:00pm.	