



Oshkosh Food Co-op Board Meeting  
 Date: 1-8-2020  
 Time: 6:30-9:30pm  
 Location: Blue Door Consulting - Oshkosh, WI  
 Minutes Recorded by: Melissa Weyland

Board Attendance		Member & Guest Attendance	
Brenda Haines X	Sam Larson X		
Sam Larson	Lizz Redman X		
Melissa Weyland X	Susan Vette X		
Peter Westort X	Warren Bergman X		
Molly Smiltneek X	Tracy Vinz X		

Topic	Facilitated by	Discussion	Actions
Call Meeting To Order	Brenda	Brenda called meeting to order at 6:36pm	
Member Comment	All	Tracy shared a comment on behalf of a member she spoke with at the Farmer's Market last weekend.	
Approval of Consent Agenda	All	<p>Motion to approve consent agenda, Warren Bergman moved to approve, Lizz Redmond second. Consent agenda approved.</p> <p><u>Removed from consent agenda for discussion:</u>            Membership number</p> <ul style="list-style-type: none"> <li>- Discussion of additional pamphlets that have trickled in</li> <li>- Membership number is 1,122, differing from the 1116 as cited in the consent agenda for tonight</li> </ul>	



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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 style="width: 25%;">Savings</td> <td style="width: 25%; text-align: right;">71,953.34</td> <td style="width: 25%;">Fully paid</td> <td style="width: 25%; text-align: right;">995</td> </tr> <tr> <td>Checking</td> <td style="text-align: right;">527.32</td> <td>Partial Paid</td> <td style="text-align: right;">121</td> </tr> <tr> <td style="text-align: right;">Total</td> <td style="text-align: right;">72,480.66</td> <td style="text-align: center;">Total</td> <td style="text-align: right;">1116</td> </tr> </tbody> </table> <p>Community Foundation: \$156,532.49</p>	Accounts		Membership		Savings	71,953.34	Fully paid	995	Checking	527.32	Partial Paid	121	Total	72,480.66	Total	1116	
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Capital Campaign	Susy	<p>Update from Susy</p> <ul style="list-style-type: none"> <li>- Reported things went well over the holidays, great conversations continued</li> <li>- Loan average is very good, gift average is at a respectable number</li> <li>- Discussed the value having parties, and how enjoyable they are and how members seem to really enjoy the conversations and opportunities to ask question in small groups. This seems like a great strategy</li> <li>- Different strategies work for different individuals. It's important to "inject folks with excitement for this project"</li> <li>- Tracy suggested we do another cause night at Vines and Rushes, we have a lot of members out there</li> </ul> <p>Analysis with Brenda:</p> <ul style="list-style-type: none"> <li>- Loans have reached 42% of our goal, donations/gifts have reached 30% of our goal</li> </ul>																	



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		<ul style="list-style-type: none"> <li>- A lot of activity on the smaller donation side</li> <li>- We still have 276 loan packets out in the wild, there is still a lot of capacity and potential. Everyone has not been reached yet either, including new members</li> <li>- We've had individuals that were on the Do Not Contact list that have come forward excited and have participated in the campaign</li> <li>- In person meetings are working really well, but we cannot reach all 1100 members</li> <li>- Lizz suggested a Facebook Live for informational purposes</li> <li>- We are discussing doing some GoToMeetings and other avenues</li> <li>- We will start the call team again 10 days from now, we are looking</li> <li>- Reviewed revised capital campaign timeline</li> </ul> <p>Motion made to accept revised timeline by Tracy Vinz, Lizz Redmond second.</p>	
Site Selection	Brenda	<p>Design and architecture update with Brenda:</p> <ul style="list-style-type: none"> <li>- Store design RFP's are out, looking to narrow down proposals on 23<sup>rd</sup> and choose finalists on the 30<sup>th</sup>.</li> <li>- Lizz asked if we could see the RFP, Brenda pulled it up. We explained overview of store, listed departments, asked for cover letters, capabilities, cost estimates, examples of relevant past projects, licenses, etc. and listed our needs from a store design perspective and architectural perspective</li> </ul>	



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		<ul style="list-style-type: none"> <li>- Mike has been leading this piece, Crystal has been a tremendous help also</li> <li>- Board reviewed list of store design/architecture/building contacts this far that we've requested quotes from</li> </ul>	
Grants	Sam	No report this week.	
Hiring	Melissa	Project Manager Update: <ul style="list-style-type: none"> <li>- Position is posted on Indeed and on the Website, messaging went out yesterday in the member e-blast</li> <li>- Deadline to apply is January 14<sup>th</sup>, right after we will do the phone screens,</li> <li>- Brenda asked if we would have a recommendation by the board meeting on 1/22/2020 – Melissa reported we will try but that is TBD</li> <li>- Brenda suggested if we need to have a meeting between board meetings to keep things moving along we should, board agrees</li> </ul>	
Finance	Peter	Peter reported on the move to Quick Books, and his work with Karen.	
Food Justice	Warren	FJT: <ul style="list-style-type: none"> <li>- In the next few weeks, Adam and Warren will be meeting with Angie B. in Appleton. She is all about job skills development. We will talk about working together with her as a co-op.</li> <li>- When Adam was here, he spoke about FJ team meeting with other committees, have not seen a lot of action on that yet</li> </ul>	



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		<ul style="list-style-type: none"> <li>- Adam emphasizes on building connections which is fantastic for the long term and will go a long way towards building the diversity we need</li> <li>- Warren shared that the elections are a vital opportunity to change in the more immediate future</li> </ul>	
Governance Team	Molly	<p><b>Record Keeping Policy</b></p> <ul style="list-style-type: none"> <li>- Board discussed challenges with finding everything. Brenda introduced Whiteboard Basecamp which can link to all of the needed policies, procedures, etc. like a virtual filing cabinet</li> <li>- Molly will draft a policy for the next board meeting, will not be complicated</li> </ul> <p><b>2020 Election Recommendations:</b></p> <ul style="list-style-type: none"> <li>- Tomorrow the packet will go out in email. It will be a simple email calling out that anyone can run, but we are specifically looking for people with experience in a few specific areas (which will be listed)</li> <li>- Candidate packet goes out, members have 45 days to decide to run</li> <li>- We will have two forums where they are encouraged to attend, not required but encouraged. One will be at the 15<sup>th</sup> at Blue Door and a second at January 18<sup>th</sup> at Maple Pub noon-1pm.</li> <li>- Discussed when to have the onboarding session, would like to announce this to candidates up front</li> </ul>	



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		<ul style="list-style-type: none"> <li>- Would be seated for the first board meeting, new members first meeting would be May 6<sup>th</sup></li> <li>- Tracy shared it is important for candidates to attend at least one board meeting before the election</li> <li>- Discussed how we will distribute this to member</li> </ul> <p>Motion to approve the Candidate Packet as amended in tonight's discussion made by Tracy Vinz, Melissa Weyland second. 2020 Board of Directions Candidate Packet approved.</p> <p><b>Board Transition Policy:</b>            Motion made to accept the Board Transition policy as friendly amended in the board meeting by Tracy Vinz, Susy Vette second.</p>	
Producer Relations		Feb 17 <sup>th</sup> for the Vines a Rushes Cause event? Tracy will look into this.	
Communications /Membership Team		<p>Analytics</p> <ul style="list-style-type: none"> <li>- Meeting with Molly on Monday to run analytics on recent ads we've ran</li> </ul> <p>Annual Meeting Location Options</p> <ul style="list-style-type: none"> <li>- Discussed possible meeting locations for the 2020 AM</li> </ul>	



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		Site Signage <ul style="list-style-type: none"> <li>- Offbeat press is working on designing our 4'x8' sign which is being donated</li> </ul> Oshkosh on Broadway <ul style="list-style-type: none"> <li>- Names are coming in</li> </ul>	
Exec Team Items	Brenda	Up & Coming Conference: <ul style="list-style-type: none"> <li>- Please reply to the basecamp string if you are planning to attend or not</li> </ul> Oshkosh Chamber Membership <ul style="list-style-type: none"> <li>- 18 month membership in the chamber, including all extras</li> </ul> UW Oshkosh Student Association – Golf Outing Beneficiary on May 2nd <ul style="list-style-type: none"> <li>- Motion made to accept being the beneficiary of the OSA first by Tracy Vinz first and Warren Bergman second.</li> </ul> Motion made to join the Oshkosh Chamber Tracy Vinz first, Melissa Weyland second. The Oshkosh Food Co-op will become a member of the Oshkosh Chamber of Commerce.	
		Meeting adjourned at 9:27pm.	