



Oshkosh Food Co-op Board Meeting
 Date: 02/05/2020
 Time: 6:30-9:30pm
 Location: Blue Door Consulting - Oshkosh, WI
 Minutes Recorded by: Molly Smiltneek

Board Member Attendance		Member, Staff & Guest Attendance	
Brenda Haines X	Warren Bergman X (phone)	Staff: Lizz Redmond	
Sam Larson X (phone)	Susan Vette X	Members: Marissa Armstrong, Jay Stoflet	
Melissa Weyland	Molly Smiltneek X	Guests:	
Peter Westort X	<i>Vacant Seat</i>		
Tracy Vinz X			

Topic	Facilitated by	Discussion	Actions
Call Meeting To Order	Brenda	Brenda called meeting to order at 6:47pm	
Member Comment	All	None	
Approval of Consent Agenda	All	<p>Motion to approve consent agenda, Tracy moved to approve, Molly second. Consent agenda approved.</p> <p><u>Removed from consent agenda for discussion:</u> Remove Grants and Producer relations from consent agenda (move to agenda items because listed in “no reports” but now have reports).</p>	



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Approval of Producer Relations Written report	All	Susy moved to approve, Peter second. Report approved.																	
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>\$75005.08</td> <td>Fully paid</td> <td>1008</td> </tr> <tr> <td>Checking</td> <td>\$527.32</td> <td>Partial Paid</td> <td>118</td> </tr> <tr> <td>Total</td> <td>\$75,532.4</td> <td>Total</td> <td>1126</td> </tr> </tbody> </table>	Accounts		Membership		Savings	\$75005.08	Fully paid	1008	Checking	\$527.32	Partial Paid	118	Total	\$75,532.4	Total	1126	
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Savings	\$75005.08	Fully paid	1008																
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New Members		Refer to consent agenda																	
Exec Team	Brenda	N/A																	
Capital Campaign	Susy/Brenda	<ul style="list-style-type: none"> • Discussion of campaign messages and responding to inquiries about what happens on March 31. • Discussion of Naming Rights • Approx. \$360,000 loans, \$330,000 donations, 287 packets in the wild • Discussion of corporate memberships and donations 																	



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Finance	Peter	No Report	
Governance	Molly	<p>Discussion of Director Eligibility and Expectations verifications</p> <ul style="list-style-type: none"> ○ Draft language settled on: If any issues should arise that a candidate for the Oshkosh Food Co-op Board of Directors is not eligible to be placed on the ballot, or if a candidate fails to complete the Eligibility and Verification process, either by not responding to inquiries by the Governance Committee or by not completing requested paperwork, that individual may not be placed on the ballot or may be listed separately from fully vetted candidates, at the discretion of the Oshkosh Food Co-op Board of Directors. ○ This proposed policy will be discussed and possibly voted on at a future meeting ● Discussion of Board of Directors Nominees <ul style="list-style-type: none"> ○ Testament to our co-op and community that we have more candidates than seats) ● Motion to move acceptance of slate of candidates, contingent upon final and complete review by governance (Moved by Susie, second by Peter, motion carries) <ol style="list-style-type: none"> 1. Molly Smiltneek 2. Jay Stoflet 3. Marissa Armstrong 4. Travis Driessen 5. Meredith Scheuermann 6. Melissa Weyland ● Motion to approve previously discussed record keeping policy. <ul style="list-style-type: none"> ○ Tracy moved to approve, Molly second, motion carried 	<ul style="list-style-type: none"> ● Approved slate of candidates ● Approved Recordkeeping Policy



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		<p>All official documents of the Oshkosh Food Co-op will be electronically saved in Basecamp or other such Project Management and Team Communication tool that may be designated by the Board of Directors from time to time.</p> <p>Official Documents shall include, but are not limited to:</p> <ul style="list-style-type: none"> ■ Organizational Documents (Bylaws, the Articles of Incorporation, Policy Register, ad hoc Policies) ■ Committee Charters ■ Organizational Chart ■ Budget ■ Pro Forma ■ Business Plan ■ Market Study ■ Community Survey ■ Marketing Materials (most recent versions) ■ Board of Director Self Nomination Statements ■ Grant Applications ■ RFP submissions ■ Application materials for potential high level staff (Project manager and General Manager) ■ Final contracts and documents legally binding the the Oshkosh Food Co-op ■ Annual and other such reports to the membership <p>All documents that require approval of the Board of Directors and are considered "final" will include a statement to the effect of "Reviewed and Approved by the OFC"</p>	
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		<p>Board of Directors on <insert date>” in the footer. These documents will also have the word “Final” in the title of the document.</p> <p>All final documents should include the word “Final” in the title of the document.</p> <p>For such documents that are working documents that are updated from time to time, a new version should always be uploaded to Basecamp with a comment added indicating the date that it was updated to indicate that the new version supercedes the old.</p> <p>To the greatest extent possible, all Co-op communication amongst the board should be conducted via messaging in Basecamp.</p>	
Grants	Sam	<ul style="list-style-type: none"> ● Approval of grants team written report (Tracy move, Peter second, motion carried) ● Discussion of grant opportunities and limitations ● Discussion of grant opportunities that require matching spends: <ul style="list-style-type: none"> ○ guidepost: if efforts are within current pro-forma, Board is in favor of pursuing matching dollar grants. 	
Communications & Outreach	Lizz	No report	



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Membership Recruitment	Brenda	No report	
Food Justice	Warren	No report	
Hiring Committee	Melissa	No report	
Site Team	Brenda	<p>Motion to move into closed session ((Tracy motion, Peter second, motion carries)</p> <ul style="list-style-type: none"> • Discussed Store Design/Architecture RFP/Process Update • Site Plan Updates/Recommendations <p>Tracy motion, Peter second, motion passed to move out of closed session</p>	
Adjourn		Meeting adjourned before 10:00 pm.	

THE FUTURE IS LOCAL. The Oshkosh Food Co-op's mission is to promote the health and vitality of our community through collectively owning a grocery store to meet our diverse needs. Our co-op emphasizes local and organic suppliers to grow a place of holistic well-being.