



Oshkosh Food Co-op Board Meeting

Date: 1/22/2020

Time: 6:30-9:00pm

Location: Blue Door Consulting - Oshkosh, WI

Minutes Recorded by: Melissa Weyland

Board Attendance		Member & Guest Attendance	
Brenda Haines x	Susan Vette	Marlo - hiring committee	
Sam Larson x	Lizz Redman		
Peter Westort x	Warren Bergman x		
Melissa Weyland 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	N/A	
Approval of Consent Agenda	All	<p>Motion to approve consent agenda, Susy Vette moved to approve, Warren Bergman second. Consent agenda approved.</p> <p>Removed from consent agenda for discussion:</p> <ul style="list-style-type: none"> - NPO expense: this was for a previous fund analysis. Peter indicated he does not have contact information for this, he will look deeper into this. <p>Motion to approve expenses paid, Molly Smiltneek moved to approve. Sam Larson second. Expenses approved.</p>	<p>Peter cancel the reoccurring NPO expense as it is no longer necessary.</p>



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Treasurer's Report	Peter	<table border="1" data-bbox="590 435 1423 607"> <thead> <tr> <th colspan="2" data-bbox="590 435 1010 477">Accounts</th> <th colspan="2" data-bbox="1010 435 1423 477">Membership</th> </tr> </thead> <tbody> <tr> <td data-bbox="590 477 709 519">Savings</td> <td data-bbox="709 477 1010 519">74,666.59</td> <td data-bbox="1010 477 1192 519">Fully paid</td> <td data-bbox="1192 477 1423 519">1002</td> </tr> <tr> <td data-bbox="590 519 709 561">Checking</td> <td data-bbox="709 519 1010 561">527.32</td> <td data-bbox="1010 519 1192 561">Partial Paid</td> <td data-bbox="1192 519 1423 561">121</td> </tr> <tr> <td data-bbox="590 561 709 607">Total</td> <td data-bbox="709 561 1010 607">75,193.91</td> <td data-bbox="1010 561 1192 607">Total</td> <td data-bbox="1192 561 1423 607">1123</td> </tr> </tbody> </table> <p data-bbox="590 607 1058 683">Community Foundation: 156,193.13 Escrow: 295,283.69</p> <p data-bbox="590 727 1598 1187">Treasurer report, recapping of 2019:</p> <ul data-bbox="636 769 1598 1187" style="list-style-type: none"> - We spent a lot of money last year. A lot of this went for legal expenses. - For the balance sheet: capital shares, what are those? - Discussed comparing the original capital campaign budget and lining it up with what we've spent - Peter expressed concern with a lot being in the financial "to do" list right now. Brenda shared that it doesn't need to be by the next meeting, but Molly suggested before annual meeting in case the membership would like to discuss at that time. - Discussed what generally goes into the Annual Report for membership <p data-bbox="590 1230 1499 1308">Financial statements approved first my Warren B., Molly second. 2019 Financial Statements approved.</p>	Accounts		Membership		Savings	74,666.59	Fully paid	1002	Checking	527.32	Partial Paid	121	Total	75,193.91	Total	1123	Peter prepare a report of what has been spent do far on capital campaign by Annual Meeting.
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Savings	74,666.59	Fully paid	1002																
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Site Selection	Brenda/	We issue request for store designs and architecture, we received 6 back.																	



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	Audra	<ul style="list-style-type: none"> - Merge has asked to meet with us on Friday. They are actually ahead of schedule and that they'd like to break ground sooner. We need to keep moving on capital campaign. <p>Motion to move into closed session by Peter Westort, Melissa Weyland second. Board moved into the closed session.</p> <p>Motion to move back into open session by Molly Smiltneek, Melissa Weyland second. Board moved out of closed session.</p>	
Capital Campaign	Susy/Lizz/Brenda	<ul style="list-style-type: none"> - Feeling a lot of pressure right now. - There are a lot of packets out there - \$608,660 - \$100,000 came in while we were on break, - We are running about \$3100 average participation - If you have people assigned to you, this is the time to get those meetings set or make those calls. We need to get them rolling because they take time to get commitments from 	



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Grants	Sam	<p>Sam sent a list of Grants to Brenda that we've pulled together the last few weeks.</p> <ul style="list-style-type: none"> - WI Sustainable Ag mini grant, to fund an event for producers on how to sell to the co-op, creating materials for producers, etc. Small but something we could really use - BLBW, deadline is Feb 28th - Grant doesn't fund startups and they ask for sales for the last 24 mo - We also have the potential to apply for personnel or construction cost - Would like to have more people with Federal Grant Writing experience 	
Communications & Outreach	Lizz	<p>Offbeat press designed and Art City wraps donated a 4'x8' sign which will need to be approved by the City before posting.</p> <p>Susy shared she is having trouble with the carrot slide when it needs to be updated. Lizz will connect/help.</p> <p>Annual Meeting:</p> <ul style="list-style-type: none"> - reviewed quotes from 2 of 3 venues Lizz has been checking into, one venue has not replied back <p>Presentation:</p> <ul style="list-style-type: none"> - we will need an actual treasurers report, up out game with handouts and minutes and financials are pretty standard expectations - Melissa will ensure we have copies of last years minutes available 	



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		- Peter will ensure that we have copies of a treasurers report handy	
Membership Recruitment	Lizz	Memberships continue to come in steadily. No concern of meeting the 2000 member mark by store open.	
Producer Relations	Tracy	The translated Hmong and Spanish applications are complete and will go up on the website soon. Brenda asked if we could have a social post translated, Lizz said she will check into that. Carla Raupp was added to Supplier Relations Committee. Tracy will connect with the translator to help with the social post translation.	
Hiring/HR	Melissa	Moved into closed session to discuss hiring/hr committee recommendations on how to proceed with refilling the Project Manager position.	
Food Justice Team	Warren/ Sam	- Feb 2 nd the deadline for board nomination, if anyone knows anyone who could bring diversity to the board please recruit. We will brainstorm this at our meeting as well	
Governance/ Legal	Molly	The last informational session got cancelled, and is rescheduled for 12-1pm, at Menomonee Arena Maple Pub. Peter and Brenda will attend. Needs: - HR experience	



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		<ul style="list-style-type: none"> - Business and/or Finance - Someone who has overseen projects, builds, etc. <p>Nicole and James are appointed to the governance team since they are assisting with elections and annual meeting.</p> <p>Need to revote on the board transition policy. Motion made to correctly approving the policy with new language moved by Susy, Melissa second.</p>	
Exec Team	Brenda	<p>Up and Coming Conference:</p> <ul style="list-style-type: none"> - Susy, Brenda, Lizz, Tracy will attend - Sam will be presenting at the Nation Builder workshop with Lizz and Brenda but will not be attending the conference - Peter would like to carpool, Tracy would also 	
Adjourn	Brenda	Brenda adjourned the meeting.	