



Oshkosh Food Co-op Board Meeting  
 Date: Wednesday June 3, 2020  
 Time: 6:30-9:30pm  
 Location: Remote  
 Minutes Recorded by: Lizz Redman

Board Member Attendance		Member, Staff & Guest Attendance	
Brenda Haines x	Warren Bergman x	Staff: Lizz Redman	
Sam Larson x	Susan Vette x	Members:	
Melissa Weyland x	Molly Smiltneek X	Guests:	
Peter Westort x	Travis Driessen		
Tracy Vinz X			

Topic	Facilitated by	Discussion	Actions
Call Meeting To Order	Brenda	Brenda called meeting to order at 6:38 <i>meeting held virtually due to COVID</i>	
Member Comment	All	None submitted	
Approval of Consent Agenda	All	Motion to approve consent agenda by Warren, seconded by Jay. Vote held: Consent agenda approved. No abstentions.  <u>Removed from consent agenda for discussion:</u> <ul style="list-style-type: none"> <li>Site report</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>Savings</td> <td style="text-align: right;">\$82,285.31</td> <td>Fully Paid</td> <td style="text-align: right;">1180</td> </tr> <tr> <td>Checking</td> <td style="text-align: right;">\$517.70</td> <td>Partially Paid</td> <td style="text-align: right;">103</td> </tr> <tr> <td style="text-align: center;">Total</td> <td style="text-align: right;">\$82,803.01</td> <td style="text-align: center;">Total</td> <td style="text-align: right;">1283</td> </tr> <tr> <td>Community Foundation</td> <td style="text-align: right;">\$546,568.39</td> <td></td> <td></td> </tr> <tr> <td>Escrow</td> <td style="text-align: right;">\$513,717.93</td> <td></td> <td></td> </tr> </tbody> </table>	Accounts		Membership		Savings	\$82,285.31	Fully Paid	1180	Checking	\$517.70	Partially Paid	103	Total	\$82,803.01	Total	1283	Community Foundation	\$546,568.39			Escrow	\$513,717.93			
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New Members		Refer to consent agenda																									
Exec Team	Brenda	<p><b>Topic: Election of Officers</b>          Submitted slate: Brenda Board President, Molly Vice President, Melissa Secretary, Peter Treasurer</p> <p>Jay motions to approve slate, Susy seconds</p> <p>Vote is taken, motion approved. No abstentions.</p> <p><b>Topic: Revised organizational chart.</b></p> <p>Discussion:</p> <p>Rename the Producer Relations team to Producer and Supplier Procurement or Supplier-Partners Team</p>																									



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		<ul style="list-style-type: none"> <li>•</li> <li>• Brenda suggests that governance owns and maintains the org chart</li> </ul> <p>Molly moves to approve, Peter seconds</p> <p>Vote is taken, motion approved. No abstentions.</p> <p><b>Topic: Committee Charters</b></p> <p><b>Discussion:</b></p> <p><b>Site Committee-</b> remove “selection”</p> <ul style="list-style-type: none"> <li>• Update the purpose: to prepare the site for the store to open</li> <li>• Remove anything that references site selection in the responsibilities</li> <li>• Add in recruitment of a tenant(s)</li> </ul> <p><b>Food Justice</b></p> <ul style="list-style-type: none"> <li>• No changes</li> </ul>	



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		<p><b>Governance</b></p> <ul style="list-style-type: none"> <li>• Add in responsibilities: co-op organization including updating structures and charters</li> </ul> <p><b>Grants</b></p> <ul style="list-style-type: none"> <li>• Remove Don Weber</li> <li>• Update purpose to include donations, to identify, review, submit, and maintain grants, and that responsibilities may transfer to the GM upon hiring</li> </ul> <p><b>Hiring</b></p> <ul style="list-style-type: none"> <li>• Update verbiage: the committee will dissolve when the GM feels additional hiring support is no longer needed</li> </ul> <p>Discussion around adding new committees as needed:</p> <ul style="list-style-type: none"> <li>• We will need someone to write the review of the GM, answers questions about those documents</li> </ul>	



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		<p><b>Producer Relations- (shift name)</b></p> <ul style="list-style-type: none"> <li>• Tracy will write this charter</li> <li>• We will put this charter on agenda on for the following meeting</li> </ul> <p><b>Communications and Member Recruitment</b></p> <ul style="list-style-type: none"> <li>• Develop strategies and execute tactics for membership prospecting and recruitment in a manner aligned with the co-op goals and mission.</li> <li>• Develop strategies and execute tactics for fostering pride in ownership, inspiring advocacy and encouraging participation in all aspects of the cooperative amongst current members.</li> <li>• Collaborate with the Board of Directors to create internal communications.</li> <li>• Facilitate and oversee brand positioning and image for OFC</li> <li>• Move to move membership to 1500</li> <li>• add a piece that emphasizes our commitment to grow our membership in a way that works to more closely align with Oshkosh's multiracial/multicultural communities.</li> <li>• Will add these edits, approve at the next meeting</li> </ul>	



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		<p><b>Finance</b></p> <p>Discussion:</p> <ul style="list-style-type: none"> <li>• Moll mentions we need to decide who our designated representative will be for the for our annual filings, report, etc.</li> <li>• Brenda responds, suggesting the secretary is normally in this role</li> <li>• Immediate goal is the transition to Quickbooks and the updating of our formatting/reporting procedures</li> <li>• Remove Al Hartman from team</li> <li>• Remove the sentence about providing financial guidance for loan administration and all related tax fillings</li> <li>• Include promissory note tasks</li> <li>• Add in: Providing oversight to member-loans</li> <li>• remove provide quarterly updates to financial institutions</li> </ul> <p>Will bring the entire batch of charters back for approval at the next meeting</p>	<p>Update all charters with discussed changes, submit for board approval at the next meeting.</p>
Site Team	Brenda	No report or discussion.	



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Capital Campaign	Susy/ Brenda	<p>Written report submitted:</p> <p><b>Pledge Collections</b>  <b>\$545,398.68 due from 98 donors/lenders</b>            Includes one payment in which half will be paid in 2020 and half in 2021.</p> <p><b>Loans Closing scheduled before July 31, 2020</b></p> <ul style="list-style-type: none"> <li>▪ \$283,500 total</li> <li>▪ 11 loans</li> </ul> <p><b>Negotiated for payment before January 31, 2021</b></p> <ul style="list-style-type: none"> <li>▪ \$190,000 total</li> <li>▪ 5 charitable gifts (\$90,000)</li> <li>▪ 1 loan (\$100,000)</li> </ul> <p><b>Monthly payments</b></p> <ul style="list-style-type: none"> <li>▪ These individuals have been set up for monthly payments via the Oshkosh Area Community Foundation (for those seeking tax deduction) or Oshkosh Food Co-op PayPal (for those who are not concerned about tax deduction).</li> <li>▪ 14,233.68 total</li> <li>▪ 18 charitable gifts</li> </ul>	



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		<p><b>Facebook Fundraising Event</b></p> <ul style="list-style-type: none"> <li>▪ We are awaiting the Community Foundation to respond as to whether these funds have been received.</li> <li>▪ \$2,140 total</li> <li>▪ 23 charitable gifts</li> </ul> <p><b>Invoiced</b></p> <ul style="list-style-type: none"> <li>▪ We've sent invoices to each of these donors and asked that gifts be sent no later than May 31, 2020.</li> <li>▪ \$55,525</li> <li>▪ 41 charitable gifts</li> </ul> <p>This will be the final report from the Capital Campaign Team. Hereafter, Lizz and I will share this information with Peter for inclusion in the Finance Team report.</p>	
Finance	Peter	Written report submitted.	
Governance	Molly	<b>Topic:</b> Board Resolution of support of NCG	





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		Move to approve: Susy, Peter seconds  Vote is taken, motion approved. No abstentions.	Friendly amendment to fix language in the first paragraph around central city
Grants	Lizz	Topic: 4 proposals submitted to the Board Discussion: <ul style="list-style-type: none"> <li>• HFFI and WPS grants seem like the best alignments at this time</li> <li>• Most community dinners have been shut down, need to research if the funds for these grants need to be used in a certain time period.</li> <li>• Need more information on the Oshkosh Funding Consortium grant before approving</li> <li>• Brenda asks if committee has bandwidth to write grants that don't fill the \$150,000 grants pool and notes that all grants need to be directed towards items listed in the pro forma</li> <li>• Molly suggests an advisory approval for grants, with a final vote on submitting the grants</li> <li>• Susy mentions there is not a rush on most of these grants</li> </ul>	Move ahead with drafting HFFI and WPS
Communications & Outreach	Lizz	Written report submitted: <ul style="list-style-type: none"> <li>• updates have been made to the "join" page of the website</li> </ul>	



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Membership Recruitment	Lizz	<p>Written report submitted:</p> <ul style="list-style-type: none"> <li>● Lizz has reached out to Future Neenah to schedule a meeting on how we can reach more of the Neenah community</li> <li>● Oshkosh Farmers Market: have we received an application? I believe non-food vendors may be able to apply for later this summer. We need to be there and think through 1-2 member events we can safely execute a month to build membership.</li> <li>● Committee is working on a door knocker marketing piece to place on doors in the community surrounding the store, in contact with Warren about volunteer assistance with this.</li> </ul>	
Food Justice	Warren	<p>Written report submitted:</p> <ul style="list-style-type: none"> <li>● FJT has begun working with the Hiring Team to help make the GM search an inclusive process</li> <li>● FJT has reached out to the UW-Madison Div of Extension Office of Access, Inclusion, and Compliance for help with Translation/Interpretation services.</li> <li>● FJT has reached out to member-owners Sandy Muinde and Serah Muinde to join the committee.</li> </ul>	



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Hiring Committee	Melissa	<p>Topic: GM Job description</p> <p>Discussion:</p> <ul style="list-style-type: none"> <li>• Melissa notes that the official job posting will be a summary of the role and the full job listing link will be available for reference.</li> <li>• Jay suggests using passionate language in the posting, and selling our co-op</li> <li>• Brenda suggests adding in the 3-prong vision to the first paragraph: growing economies, promoting health, building community</li> <li>• Susy suggests adding: a city of 68,000 in the heart of Wisconsin, surrounded by one of the largest inland lake systems, Wisconsin Herd, one of America's castles: Paine Art Center and other cultural entities and the University</li> <li>• Confirmed to post \$3 million in sales</li> </ul> <p>Move to approve the job description: Susy, Tracy seconds</p> <p>Vote is taken, motion approved. No abstentions.</p> <p><b>Topic:</b> Posting the job</p>	Move ahead with posting GM role



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		<ul style="list-style-type: none"> <li>• Target goal is posting by June 15</li> <li>• List submitted of where the job will be listed</li> <li>• Melissa suggests we all share on social media, linkedin and within our networks</li> </ul>	
Producer/Supplier Committee	Tracy	No report submitted	
Adjourn	Brenda	Meeting adjourned at 8:44 pm	