



Oshkosh Food Co-op Board Meeting
 Date: Wednesday, November 4
 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	
Molly Smiltneek x	Susan Vette x	Members:	
Melissa Weyland x	Jay Stoflet x	Guests:	
Peter Westort x	Joe Stephenson		
Tracy Vinz x			

Topic	Facilitated by	Discussion	Actions
Call Meeting To Order	Brenda	Brenda called meeting to order at 6.:36 pm.	
Member Comment	All	Member Comments <i>Note: Due to the risks associated with in-person gatherings, we are meeting virtually. If you would like to submit member comments, please do so in writing and email to oshkoshfoodcoop@gmail.com</i> None received.	
Approval of Consent Agenda	All	Consent Agenda <ul style="list-style-type: none"> • Treasurer’s Report • Meeting Minutes – October 21, 2020 <ul style="list-style-type: none"> • Finance Team – Written Report • Food Justice Team/Membership Recruitment & Communications– Written Report • Membership Recruitment & Communications– Written Report • Supplier Relations- Written Report <p>Brenda: remove Supplier Relations written report and finance report. Molly: add discussion of outstanding invoices.</p>	



Oshkosh Food Co-op Board Meeting
 Date: Wednesday, November 4
 Time: 6:30-9:30pm
 Location: Remote
 Minutes Recorded by: Lizz Redman

Topic	Facilitated by	Discussion	Actions																
		<p>Motion to approve consent agenda: Molly moved to approve, Susy seconds. Consent agenda approved.</p> <p>Discussion: Molly educates the board on the process for approving, posting and paying invoices through a tab on the finance spreadsheet. Peter adds that he will begin a thread on basecamp that will be updated when a new invoice comes in.</p> <p>Motion to approve finance report that was previously removed. Molly moves to approve, Warren seconds. Motion carries.</p>																	
Treasurer's Report		<table border="1" data-bbox="590 862 1423 1036"> <thead> <tr> <th colspan="2" data-bbox="590 862 1035 906">Accounts</th> <th colspan="2" data-bbox="1035 862 1423 906">Membership</th> </tr> </thead> <tbody> <tr> <td data-bbox="590 906 737 950">Savings</td> <td data-bbox="737 906 1035 950">\$76,190.18</td> <td data-bbox="1035 906 1199 950">Fully paid</td> <td data-bbox="1199 906 1423 950">1287</td> </tr> <tr> <td data-bbox="590 950 737 993">Checking</td> <td data-bbox="737 950 1035 993">\$7691.17</td> <td data-bbox="1035 950 1199 993">Partial Paid</td> <td data-bbox="1199 950 1423 993">96</td> </tr> <tr> <td data-bbox="590 993 737 1036">Total</td> <td data-bbox="737 993 1035 1036">\$83,881.35</td> <td data-bbox="1035 993 1199 1036">Total</td> <td data-bbox="1199 993 1423 1036">1383</td> </tr> </tbody> </table> <p data-bbox="590 1084 1073 1154">Community Foundation: \$548,711.12 Escrow \$698,252.22</p>	Accounts		Membership		Savings	\$76,190.18	Fully paid	1287	Checking	\$7691.17	Partial Paid	96	Total	\$83,881.35	Total	1383	
Accounts		Membership																	
Savings	\$76,190.18	Fully paid	1287																
Checking	\$7691.17	Partial Paid	96																
Total	\$83,881.35	Total	1383																
Executive Team		<p>Recommendation: GM reporting</p> <p>Molly presents work the committee has done on developing necessary reporting required of the GM, integrating these expectations into Section B <i>Executive Authority</i> of our policy register</p>																	



Oshkosh Food Co-op Board Meeting
 Date: Wednesday, November 4
 Time: 6:30-9:30pm
 Location: Remote
 Minutes Recorded by: Lizz Redman

Topic	Facilitated by	Discussion	Actions
		<ul style="list-style-type: none"> • Additions are suggested to 3- Asset Protection (Risk Management) by Brenda, focusing on bigger picture issues. Suggests adding in specific targets such as cash flow number triggers, etc. Also suggests fleshing out the basic tenet list. The Board’s job is to set up the guard rails to ensure the store is a success. • Susy suggests removing 1.9, not allow sales to decline or become stagnant. It will be covered in another section. • Edits were made to labor reporting, from monthly to annually. • Discussion surrounds reporting around media coverage that the co-op receives, and if (and what) should be forwarded onto the board. • Susy suggests that communication reporting has its own section • Brenda suggests continuing these edits on basecamp, perhaps through a google doc so that other board member may comment 	
Finance Team	Peter	<p><i>Due to the sensitive nature of negotiations, the Board may move into closed session for this discussion.</i></p> <p>Discussion</p> <ul style="list-style-type: none"> • Food for All/Round Up at the Register Program Assumptions 	



Oshkosh Food Co-op Board Meeting
 Date: Wednesday, November 4
 Time: 6:30-9:30pm
 Location: Remote
 Minutes Recorded by: Lizz Redman

Topic	Facilitated by	Discussion	Actions
		<p>Brenda shares that she and Peter worked through a Food for All- DRAFT document. Document was structured into goal, availability, discount, membership requirement, comparing their recommendations with research we had done with other co-ops.</p> <p>Board provided feedback and categories where additional research is needed.</p>	
Hiring	Melissa	<p>Discussion</p> <ul style="list-style-type: none"> • Staffing Model Research <p>Melissa summarizes the research her committee had done with 5 other different co-ops this last summer:</p> <ul style="list-style-type: none"> • Goal: Total \$ spent on wages to be around 18% of sales, 20-21% is likely the first year for start ups • Many co-ops do not offer any benefits • \$13 wage was suggested by Menominie this breaks down to 23 average total employees • Many other co-ops suggested the GM help define this model • Key staff and managers will oversee several areas, consider overlap and cross training • Important to consider the local market and competitive marketplace 	
Membership Recruitment & Retention	Jay	<p>Recommendation:</p> <ul style="list-style-type: none"> • Strategy from Now to Open <p>-Jay reviews his document, highlighting concepts on a member-owner wall, video series ideas, holiday messaging, live event in spring</p>	



Oshkosh Food Co-op Board Meeting
 Date: Wednesday, November 4
 Time: 6:30-9:30pm
 Location: Remote
 Minutes Recorded by: Lizz Redman

Topic	Facilitated by	Discussion	Actions
		-Brenda clarifies the work we have done with corporate/business memberships and asks about the budget for this plan	
Site Committee	Brenda	Due to the sensitive nature of the hiring process, the Board may move into closed session for this discussion. Discussion <ul style="list-style-type: none"> • Equipment Purchase Updates -Final truck arrives tomorrow, all equipment appears to be in great shape	
Adjourn		Meeting adjourned at 9:20 pm	