



Oshkosh Food Co-op Board Meeting
 Date: February 3, 2021
 Time: 6:30-8:30pm
 Location: Remote
 Minutes Recorded by: Melissa Weyland

Board Member Attendance		Member, Staff & Guest Attendance	
Brenda Haines x	Warren Bergman x	Staff: Jeffrey Thouron	
Molly Smiltneek x	Susan Vette x	Members: Jeff Rogers, Heidi Supple	
Melissa Weyland x	Jay Stoflet x	Guests:	
Peter Westort x	Joe Stephenson x		
Tracy Vinz x			

Topic	Facilitated by	Discussion	Actions
Call Meeting To Order	Brenda	Brenda called meeting to order at 6:32pm.	
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> No member comments.	
Approval of Consent Agenda	All	Consent Agenda: <ul style="list-style-type: none"> • General Manager Report <ul style="list-style-type: none"> o GM Update o Pre-open Checklist o Kitchen Manager – Job Posting 	

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.



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Approval of Consent Agenda		<p>Consent Agenda cont.:</p> <ul style="list-style-type: none"> • Meeting Minutes – January 20, 2021 • Executive Team – Written Report o GO-EDC Loan Update • Finance Team – Written Report <ul style="list-style-type: none"> o Finance and Membership Report o Treasurer’s Report o OFC Income Statement FY2020 o OFC Balance Sheet FY2020 • Food Justice Team – Written Report <ul style="list-style-type: none"> o Neighborhood Mailer o D/E/I Training o Next Focus Groups • Grants & Sponsorships Team – Written Report <ul style="list-style-type: none"> o Grants in Progress • Membership Recruitment & Communications <ul style="list-style-type: none"> o Shopumentary <p>Consent Agenda approval moved by Jay, second by Tracy.</p> <p>Request for removal from consent agenda for discussion: - Warren: Food Service Manager job description</p> <p>Discussion: Warren shared he and Adam B. reviewed the job description and suggested there is opportunity for language to make it more inclusive. Brenda</p>	



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		<p>asked Jeffrey if he was sharing the JD for feedback or for our information. Jeffrey said he was sharing this just as an FYI but that he will welcome feedback from everyone. Molly questioned if we would doing board approval on future JD's. Board will not be approving Jeffrey's job descriptions and Jeffrey will be working with member-volunteer Michelle Hammet who is a retired HR & recruitment professional. Brenda suggested that if Jeffrey would like to solicit feedback on future JD's, we can do that in a thread over basecamp and clarified this is where board members may take off their board member hat and offer feedback as fellow volunteers/members.</p>																					
Treasurer's Report	Peter	<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;">\$64,660.89</td> <td style="width: 25%;">Fully paid</td> <td style="width: 25%; text-align: right;">1,368</td> </tr> <tr> <td>Checking</td> <td style="text-align: right;">\$40,836.29</td> <td>Partial Paid</td> <td style="text-align: right;">99</td> </tr> <tr> <td>Escrow</td> <td style="text-align: right;">638,527.40</td> <td></td> <td></td> </tr> <tr> <td>OACF</td> <td style="text-align: right;">\$717,446.13</td> <td style="text-align: center;">Total</td> <td style="text-align: right;">1,467</td> </tr> </tbody> </table>	Accounts		Membership		Savings	\$64,660.89	Fully paid	1,368	Checking	\$40,836.29	Partial Paid	99	Escrow	638,527.40			OACF	\$717,446.13	Total	1,467	
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Supplier Relations	Tracy	<p>Shared via written report: Jeffrey and Tracy will be visiting Willy Street, Outpost and Free Market.</p> <p>Seeds to Sales Webinar is moving along, agenda shared.</p>																					
Finance	Jeffrey and Peter	<ul style="list-style-type: none"> • 2021 Budget <ul style="list-style-type: none"> - Reviewed current budget revisions with Jeffrey and Peter - Q&A discussion from BOD to Peter and Jeffrey 																					



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		<ul style="list-style-type: none"> - Suggestion was made to increase the marketing budget. Motion for approval of the budget knowing we will likely be seeing it again with more marketing dollars per the pre- and post- open plan changes. Warren first and Molly second. Motion carried. • Finance Policies (Reading #1 of 2 – Laid over from prior meeting) <ul style="list-style-type: none"> - Noted it is very important for everyone to do a deep dive into this if you have not already. • Resolution Adding General Manager as Signor to Accounts <ul style="list-style-type: none"> - Motion made to approve adding GM (Jeffrey Thouron) as a signatory to accounts. Peter Westort made the motion, Molly Smiltneek second. Motion carried. 	
Governance	Molly	Board debrief on Sunday's board retreat with Jaqueline Hannah.	
Membership Recruitment & Communications	Jay	Shopumentary Update <ul style="list-style-type: none"> - This would be an event that would take place online to help show our members and others how shopping at a co-op is different than another store. This is somewhat recruitment but also a way to introduce everyone to the store 	



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Membership Recruitment & Communications	Jay	Recommendations: <ul style="list-style-type: none"> • Logo Design <ul style="list-style-type: none"> - Board and guests shared feedback on a new set of potential logos for Jay and team to run with, discussed details and characteristics as they related to our brand and/store Motion made for Jay to proceed with the logo they feel best fit by Joe, second by Molly. <ul style="list-style-type: none"> • Change Order for Brand Guidelines <ul style="list-style-type: none"> - We are not ready for this tonight, will do electronically or at the next board meeting 	
Site Team	Brenda	Proposal of ratification of e-votes on Change Orders. Motion to ratify change order made by Susy, Molly second. Motion carried.	
Adjourn	Brenda	Brenda adjourned the meeting at 8:30pm.	