



Oshkosh Food Co-op Board Meeting
 Date: 3/31/2021
 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: none	
Melissa Weyland x	Jay Stoflet x	Guests: Michelle Schry, NCG	
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 6:34 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>	
Consent Agenda	All	Warren moved to approve the consent agenda, Susy second. No removals for discussion.	

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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Treasurer's Report		<table border="1"> <thead> <tr> <th colspan="2" data-bbox="590 474 1003 516">Accounts</th> <th colspan="2" data-bbox="1037 474 1423 516">Membership</th> </tr> </thead> <tbody> <tr> <td data-bbox="590 516 764 558">Savings</td> <td data-bbox="764 516 1003 558">48,635.80</td> <td data-bbox="1037 516 1192 558">Fully paid</td> <td data-bbox="1192 516 1423 558">1412</td> </tr> <tr> <td data-bbox="590 558 764 600">Checking</td> <td data-bbox="764 558 1003 600">18,201.14</td> <td data-bbox="1037 558 1192 600">Partial Paid</td> <td data-bbox="1192 558 1423 600">98</td> </tr> <tr> <td data-bbox="590 600 764 643">Escrow</td> <td data-bbox="764 600 1003 643">838,787.67</td> <td data-bbox="1037 600 1192 643">Total</td> <td data-bbox="1192 600 1423 643">1510</td> </tr> <tr> <td data-bbox="590 643 764 685">OACF</td> <td data-bbox="764 643 1003 685">\$746,746.67</td> <td></td> <td></td> </tr> <tr> <td data-bbox="590 685 764 727">Landlord</td> <td data-bbox="764 685 1003 727">\$307,055.83</td> <td></td> <td></td> </tr> <tr> <td data-bbox="590 727 764 769">Go-EDC</td> <td data-bbox="764 727 1003 769">250,000.00</td> <td></td> <td></td> </tr> <tr> <td data-bbox="590 769 764 812">HFFI Grant</td> <td data-bbox="764 769 1003 812">\$145,000.00</td> <td></td> <td></td> </tr> <tr> <td data-bbox="590 812 764 854">Total</td> <td data-bbox="764 812 1003 854">2,354,427.11</td> <td></td> <td></td> </tr> </tbody> </table>	Accounts		Membership		Savings	48,635.80	Fully paid	1412	Checking	18,201.14	Partial Paid	98	Escrow	838,787.67	Total	1510	OACF	\$746,746.67			Landlord	\$307,055.83			Go-EDC	250,000.00			HFFI Grant	\$145,000.00			Total	2,354,427.11			
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Timeline to Open – seeking support	Jeffrey & Michelle S.	<p>Volunteer list – Jeffrey:</p> <ul style="list-style-type: none"> - Jeffrey shared he was excited to see the so far list of the volunteers and the experience they bring particularly utilities and website maintenance - Also appreciated the in-person requests like job fairs and inventorying. Michelle is going to bring her team to FdL to go through all of the small wears and has worked through the list of the support NCG can give us such as NCG programs and setting up the major vendors 	<p>AI: Warren setup volunteer training and call out for volunteers for the equipment inventory</p> <p>AI: Ryan will get to work on liquor licensing.</p>																																				



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Timeline to Open Cont.		<ul style="list-style-type: none"> - Would like to see support from the board to help the Center Store Manager build her connections with local vendors - Farmers market or community canvassing: these individuals need onboarding from someone who knows the co-op - Someone who knows website right now would be helpful, being able to call someone would be helpful (Brenda recommended Matt Mutz, he is expecting Jeffrey to reach out) - Cleanup party: when all the equipment lands, we'll need a cleanup party. This will be around July 4th, likely right after. There is going to be a lot of other stuff going on so it will get dirty again so a regular cleaning crew would not be a bad thing. How many people? 5. Long term would there be a cleaning crew? Not usually in a small store, it is staff. There can be a lot of down time in retail so the existing staff would do it. Cintas would replace mats or do carpets periodically, or replace towels. - Towels: Ryan recommended Bay Towel out of Green Bay, or Absorb Tech for floor mats. Best service for the prices we've seen. - Shelf setting: we'll bring brokers in for this as you want someone experienced with shelf setting to do this 	<p>AI: Jay checking with agent on event insurance</p> <p>AI: pitch these volunteer opportunities next week at Annual Meeting</p> <p>AI: Susy reach out to Mclone or Mary M. to see if she is willing to help with grocery insurance</p> <p>AI: Brenda will check into accountant resources</p>



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Timeline to Open Cont.		Volunteer list – Michelle: <ul style="list-style-type: none"> - Someone with special skillsets in Human Resources and Finance. NCG has an HR support program as well - When we get to the point we can hire finance and HR, they need to be able to hit the ground running so building the system is not going to be something they'll have time to do. We need support people to walk volunteers or BOD through that process to make sure everything is in place - Someone that can use Quickbooks, taking a lot for Jeffrey to enter invoices right now. Temporary book-keeper until we can hire one would be best. - Inventory: would be helpful to have a couple extra people. We are going to arrive around 4/12 noon on Monday for this. Would see if we need to come back Tuesday morning - Opening orders: with UNFI and other folks, these typically need to be placed at least 8 weeks before opening the store. Next week our Center store and wellness person will be back from vacation to begin working with Sarah on category mapping, etc. 	AI: Brenda check booth box for sellers permit, send to Ryan



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Timeline to Open Cont.		<p>Licenses and permits:</p> <ul style="list-style-type: none"> - Some of these take months, we need to get going on them now. - Ryan mentioned liquor apps are out and are due April 15th. Ryan will need a copy of our sellers permit <p>Insurance:</p> <ul style="list-style-type: none"> - We had to get insurance and have it setup (equipment, etc) but there are other names we can tap into for that - Michelle added that grocery store insurance can vary widely. Having a broker vs an agent is worth shopping around, there are some companies that offer more than others - Event insurance: we inquired but need to check. The city has specific requirements that we'll need to be sure we have. Jay said he can look at what they did for the glow event, it was very inexpensive. <p>Other needs:</p> <ul style="list-style-type: none"> - WIC: cannot do this until open, product mix will have to be reviewed to qualify for the program also - Setting up utility accounts and trash 	



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Timeline to Open Cont.		<ul style="list-style-type: none"> - Landscaping coordination – we need to check the lease but don't believe this is our responsibility - Do we have a requirements document for this? - Michelle is happy to set any side aside for in person meetings while she is here, please let her know 	
U & C	Brenda	<p>Motion to move into closed session by Susy, second by Tracy.</p> <p>Joe made a motion to move out of closed session, Warren second.</p>	
Governance	Molly	<p>Transitional GM Reporting</p> <ul style="list-style-type: none"> - Question on funding Food for All, discussed we should continue moving forward on foundations and if we don't have funding. Some concern with the short timing now to open and that we are saying by open but by open may not be realistic, and rather we are looking at an after open launch of Food for All <p>Motion to approve Transitional GM Reporting by Tracy, Peter second. GM transitional reporting approved.</p>	



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Grants and Sponsorships		<p>HFFI Contract:</p> <ul style="list-style-type: none"> - There are a few newer requirements that we have not been asked to do by funders before. How will we execute some of these? We have a call scheduled tomorrow with Molly from HFFI for clarifications. We should discuss this first before we sign off. <p>Warren moved to approve the contract, Jay second contingent on that there are no surprises with Molly H. tomorrow. No further discussion.</p>	
Site Team	Brenda	<p>Focus groups on Sunday, tenant prospects and Merge updates.</p> <p>Jay made a motion to move into closed session, Warren second. Board entered closed session to discuss confidential matters around the site.</p> <p>Motion to move out of closed session by Susy, Joe second. Moved out of closed session.</p> <p>Discussion of change orders for HE water heater, reverse osmosis, north exterior power and solar power conduit. Motion to approve the change orders by Peter, second by Warren. Change orders approved.</p>	
Adjourn		Meeting adjourned at 8:51pm.	