



Oshkosh Food Co-op Board Meeting

Date: 3/17/2021

Time: 6:30-8:30pm

Location: Remote

Minutes Recorded by: Molly Smiltneek (until 7:00pm) & 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	
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>	
Approval of Consent Agenda	All	Consent Agenda General Manager Report o GM Updates Project Plan – Transitional Monitoring Report Finance Report – Transitional Monitoring Report (and Supporting	Warren moves, Joe seconds, motion carries Finance report pulled to clarify equipment



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Consent Agenda Cont.		Documents) Marketing Staffing Update <ul style="list-style-type: none"> o Invoice – Thomas Designs Meeting Minutes – March 3, 2021 Treasurer’s Report Finance and Membership Report Food Justice Team Focus Groups – Written Report on Focus Groups Supplier Relations SARE Webinar Update	budget organization and numbers Peter moves to approve finance, Joe seconds, motion carries																																
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;">\$48,635.80</td> <td>Fully paid</td> <td style="text-align: right;">1412</td> </tr> <tr> <td>Checking</td> <td style="text-align: right;">\$18,201.14</td> <td>Partial Paid</td> <td style="text-align: right;">98</td> </tr> <tr> <td>Escrow</td> <td style="text-align: right;">\$838,787.67</td> <td>Total</td> <td style="text-align: right;">1510</td> </tr> <tr> <td>OACF</td> <td style="text-align: right;">\$746,746.67</td> <td></td> <td></td> </tr> <tr> <td>Landlord</td> <td style="text-align: right;">\$375,000</td> <td></td> <td></td> </tr> <tr> <td>Go-EDC</td> <td style="text-align: right;">\$250,000</td> <td></td> <td></td> </tr> <tr> <td>Total</td> <td style="text-align: right;">\$2,209,427.11</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	\$375,000			Go-EDC	\$250,000			Total	\$2,209,427.11			
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FCI Webinar on Prairie Roots Food Co-op Peer Learning Call	Brenda, Susy, Peter	Takeaways/Reminders: -letting go of operations by board is necessary but don't back off too much -be very aware of costs, especially labor -board turnover was damaging -board must be ready to act quickly -invest in consultants when needed -decor, products and marketing needs to reflect promises	
Project Plan/ Timeline to Open	Jeffrey, Brenda, Michelle	Created list of skill sets needed. Next steps: timeline, determination of commitment needed, project management infrastructure and recruitment of experts. Could have special meeting March 31 to address. Reviewed general needs that are of interest to board members	
Site Team	Brenda/ Jeffrey	Donor and vendor recognition: - Intern contacting the \$2000 and more to confirm if they would like their name on the wall, specified by donation level - Question: are we separating donors and lenders? We had publically taken the offer that we had publicized, we are only segregating into	



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Site Team Cont.		<p>\$2000+ is to keep a level of service with them. This is a 15 year relationship.</p> <p>Change orders:</p> <ul style="list-style-type: none"> - Floor polishing: in order to help reconcile timelines between three key partners, they need to set equipment before the floor is final polished. Two phases: one before equipment set, the second after. This helps keep us on track from a timeline perspective. <p>Motion to accept the floor polishing change order by Molly, second by Peter. Motion for new change order approved.</p> <p>Moved into closed session to discuss a tenant negotiation by Peter, second Warren. Closed session commenced.</p> <p>Motion to move out of closed session by Joe Stephenson, second by Melissa Weyland. Moved out of closed session.</p> <p>Motion to approve change order to not finish the tenant space by Warren Bergmann, Joe Stephenson second. Motion carried.</p>	



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Governance	Molly	Annual Meeting: <ul style="list-style-type: none"> - Reviewed agenda draft, discussed 	
Food Justice	Warren	Discussion: documentary watch parties <ul style="list-style-type: none"> - Warren wanted to make you aware that - Brenda mentioned opportunity with The Time - Brenda suggested the team put together a timeline so that from a marketing perspective, we can communicate and share what is happening when <p>Gift cards: we have been using them to incentivize attendance but are running low. How can we get more? Molly noted we would like to use some for the annual meeting also. Brenda suggested we take a look at the timeline that we're asking for from Food Justice team so we can identify how many gift cards we are looking for.</p>	Brenda will send Warren list of movies available to sponsor. Warren will coordinate with them directly.
GM/admin	Jeffrey/ Brenda	Member cancellation request, can we cancel? Discussion: yes but we do not offer refunds on memberships or partial memberships. Susy first, Molly second. Motion carried.	



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Adjourn		<p>Board is tentatively planned to meet on 3/31 to review timeline and capture volunteers for the future. There is a serious need for extra hands on deck for volunteers from now to open, we will get communication out to the members.</p> <p>Meeting adjourned at 8:56pm.</p>	