

Oshkosh Food Co-op Board Meeting
 Date: 06/02/21
 Time: 6:30 PM
 Location: Remote
 Minutes Recorded by: Molly Smiltneek

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

Topic	Facilitated by	Discussion	Actions
Call Reorganizational Meeting To Order	Brenda	Brenda called Reorganizational Meeting meeting to order at 6:35 p.m.	
Proposed Slated of Officers	Brenda	Motion to install Brenda Haines President, Melissa Weyland Vice President, Molly Smiltneek Secretary, Peter Westort Moved by Warren, seconded by Peter. Motion carried. Committee members have been officially appointed. As moving into new year, please look at charters, set regular schedule, take notes and follow procedures for submitting recommendations	
Regular Board Meeting Called to order	Brenda	Brenda called to order at 6:41	
Member Comments	All		There were no member comments.

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		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>	
Executive Committee	Brenda/JQ	<p>Heidi moved, Peter seconded to move into closed session to discuss</p> <ul style="list-style-type: none"> • Successful Opening Definitions: went through 7 areas where we wanted to finalize the board view on importance before open. • Opening Timeline Board Workshop with JQ Hannah: come to an informed board decision on OFC's official opening goal date. Board is asked clarify "Staff reflect the racial, gender, cultural and body-type diversity of Oshkosh's central city" in the future. Board is asked to clarify Pre-open Campaign. Board is asked to clarify All Vetted NCG Recommendations are implemented prior to open. Exec Board should review and be aware of NCGs conflicting interests - identify critical markers of operational success and failure. • Motion by Warren, seconded by Heidi to approve Jeffrey's recommended goal open date. Motion passed. • NCG Joint Liability Fund Communication. Moved to end of agenda 	
Consent Agenda	Brenda	<ul style="list-style-type: none"> • General Manager Report • Treasurer's Report • Finance and Membership Report – June 2, 2021 • Peter moves to accept; Susy seconds, motion passes. • Re: Finance and Membership Report -- Tenant Improvement numbers have been spent down, will be updated next meeting. 	<p>Pulled meeting minutes - not provided in time (May 12 and May 26)</p> <p>Pulled Finance and Membership Report - will approve next meeting</p>

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		<ul style="list-style-type: none">• Peter moves to move out of closed session, Warren seconds, Motion passes.	
GM Reports	Jeffrey	<ul style="list-style-type: none">• Pre-open promotional Plan - Transition will occur June 13. Jeffrey detailed promotional plans for paid and “free” marketing from June through open.• Membership Benefits - follow up questions from Benefits last week, what is the funding source for member benefits. Jeffrey will reply on basecamp.• Project Plan Report - Board would like to better understand how website transition will occur. Emails moved from nation builder to mail chimp. Website will remain on Nation Builder. Will move at time of whole website revamp. Member records and financials will move to POS. Prospect list will change from NationBuilder to mail chimp. Concern: if you sign up in Nation Builder for membership, how do we ensure data integrity. Could be automatically integrated. Jeff will check into that. New Member joins -- if online membership purchases happen through ECRS how can we prevent a gap between when it's ready to go live and when we can accept online memberships. If someone signs up online, will it be known at the register immediately, even if webcart online selling platform isn't there right away (not live until 6 months out). Motion to approve report from Heidi, Molly seconds. Motion Passes• Ends Report - Peter moves to accept Ends report as presented, Warren seconds. Motion passes.• Human Resources - Produce manager hired on Monday. 35-50 people interviewed. New prospects for front end manager. Motion to accept report with updated real time information about Molly and Michelle	

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		<p>talking about candidate demographics by Heidi, second by Warren. Motion passes.</p> <ul style="list-style-type: none"> Finance Report: Heidi moves to approve, Molly seconds, Motion Passes 	
Membership Recruitment and Communications	Brenda	<p>Data Privacy Policy Executive Limitations Reading 2: 3.7.4: Communicate to website visitors the data being collected and how it will be used, in compliance with state and federal laws. Motion to approve by Susy, Molly second. Motion Passes.</p>	
Site Team	Brenda	<p>Motion to move into closed session by Warren, second by Melissa. Motion passes. Discussed Tenant Strategy and Lien Waivers Peter moves to leave close session; Susy seconds. Motion passes</p>	
Grants and Sponsorships	Susy	<p>Building Tours, we expect to get occupancy June 20. There have been requests for hard hat tours. Combination of regularly scheduled tour times and specific tours for groups. Put a limit on attendees. Want to have the excitement for the actual opening. Tenants will be moving into floors 4 & 5 on July 1</p>	
Executive Committee	Brenda	<p>NCG Joint Liability Fund Communication Return to In-Person Meetings - next meeting can be a hybrid meeting</p>	
Governance	Brenda	<p>Director Vacancy - Tracy Vinz is resigning Warren moves, Peter seconds moving into the closed session. Motion passes. Warren moves, Melissa seconds to move out of closed session. Motion passes.</p>	

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Adjourn		Meeting adjourned at 10:07 pm	
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