



Oshkosh Food Co-op Board Meeting
 Date: Wednesday, July 14, 2021
 Time: 7:30pm
 Location: Remote
 Minutes Recorded by: Melissa Weyland

| Board Member Attendance | | Member, Staff & Guest Attendance | |
|-------------------------|------------------|---|--|
| Brenda Haines x | Warren Bergman x | Staff: Jeffrey Thouron x (until 8:23pm) | |
| Molly Smiltneek | Susan Vette x | Members: none | |
| Melissa Weyland x | Jay Stoflet x | Guests: JQ Hannah | |
| Peter Westort x | Ryan Rasmussen | | |
| Heidi Supple x | | | |

| Topic | Facilitated by | Discussion | Actions |
|----------------------------|----------------|---|---------|
| Call Meeting To Order | Brenda | Brenda called meeting to order at 7:50pm. | |
| 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 Jay made a motion to accept consent agenda, Heidi second. Consent agenda approved. Discussion: discrepancies/blanks in treasurers report. | |



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|--------------------|----------------|--|----------|--|------------|--|---------|----------|------------|-------|----------|------------|--------------|-----|--------|------------|-------|------|------|------------|--|--|-------|--------------|--|--|--|
| Treasurer's Report | | <table border="1" data-bbox="590 435 1423 737"> <thead> <tr> <th colspan="2" data-bbox="590 435 1003 475">Accounts</th> <th colspan="2" data-bbox="1035 435 1423 475">Membership</th> </tr> </thead> <tbody> <tr> <td data-bbox="590 475 762 521">Savings</td> <td data-bbox="762 475 1003 521">7,599.95</td> <td data-bbox="1035 475 1192 521">Fully paid</td> <td data-bbox="1192 475 1423 521">1,534</td> </tr> <tr> <td data-bbox="590 521 762 566">Checking</td> <td data-bbox="762 521 1003 566">122,645.06</td> <td data-bbox="1035 521 1192 566">Partial Paid</td> <td data-bbox="1192 521 1423 566">101</td> </tr> <tr> <td data-bbox="590 566 762 612">Escrow</td> <td data-bbox="762 566 1003 612">874,537.71</td> <td data-bbox="1035 566 1192 612">Total</td> <td data-bbox="1192 566 1423 612">1635</td> </tr> <tr> <td data-bbox="590 612 762 657">OACF</td> <td data-bbox="762 612 1003 657">625,622.63</td> <td colspan="2"></td> </tr> <tr> <td data-bbox="590 657 762 703">Total</td> <td data-bbox="762 657 1003 703">1,507,760.29</td> <td colspan="2"></td> </tr> </tbody> </table> <p data-bbox="590 781 1570 850">Due to Peter being out of country and not having access to all accounts, full reconciliation of financials will take</p> | Accounts | | Membership | | Savings | 7,599.95 | Fully paid | 1,534 | Checking | 122,645.06 | Partial Paid | 101 | Escrow | 874,537.71 | Total | 1635 | OACF | 625,622.63 | | | Total | 1,507,760.29 | | | |
| Accounts | | Membership | | | | | | | | | | | | | | | | | | | | | | | | | |
| Savings | 7,599.95 | Fully paid | 1,534 | | | | | | | | | | | | | | | | | | | | | | | | |
| Checking | 122,645.06 | Partial Paid | 101 | | | | | | | | | | | | | | | | | | | | | | | | |
| Escrow | 874,537.71 | Total | 1635 | | | | | | | | | | | | | | | | | | | | | | | | |
| OACF | 625,622.63 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total | 1,507,760.29 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| GM Report | Jeffrey | <p data-bbox="590 883 1570 1003"><i>Due to the workload related to store opening, this report will be in-person only (not written) and will be limited to 30 minutes. For most efficient use of time, ease post any questions you have below.</i></p> <p data-bbox="590 1062 1052 1094">Major checklist items are complete:</p> <ul data-bbox="632 1110 1010 1230" style="list-style-type: none"> - Health inspection passed - Full occupancy obtained - Liquor license, tomorrow <p data-bbox="590 1289 1577 1360">Open date looks promising with milestones complete but there are intensity flags raised.</p> | | | | | | | | | | | | | | | | | | | | | | | | | |



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| GM Report Cont. | Jeffrey | <ul style="list-style-type: none"> - POS finally installed today, staff training on POS Mon-Wed - Second day of staff orientation was today - Receiving trucks and getting items on shelf takes the most time - UNFI is doing all of the tagging with a team of 4 - Frozen delivery is tomorrow (Thursday) - NCG has a large team, most of the central corridor of staff is here - Phone system issue resolved/set-up - Would have liked to have had staff training start this past Monday but we have some help coming in to help with the front end also - Management team is stressed about timelines but this is what start-up is like - One NCG member is staying around one week after open to see us through that time - Building bonds between staff and NCG staff is critical right now. Right now staff is leaning on NCG more than us - Some concern of operating fully in the pre-open budget and there could be over-run due to equipment repairs and need for additional shelves. We are paying close attention to this. <p>Discussion of what we should expect in the GM report at the next meeting.</p> | |



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| DEI Training Debrief | Brenda | Tabled to complete via a Basecamp thread due to time constraints. | |
| Board Governance Training | JQ/ Brenda | <p>Motion to move into closed session to proceed with board governance training with JQ. Susy first and Melissa second. Board moved into closed session.</p> <p>Heidi moved out of closed session, Jay second. Board came out of closed session.</p> <p>Takeaways:</p> <ul style="list-style-type: none"> - Recommendation to have BOD CC'd on WSR that goes to NCG as it is not extra work and another view/report. Jaqueline would like to - Also suggest having a report on cash trends as this is valuable, good to add as weekly after the first month after open | |
| Grants Report – summary of written report | Susy | <p>Grants Team Report</p> <ul style="list-style-type: none"> - Sam Larson, Joe Stephenson, and Susy Vette met last Thursday to work on the Oshkosh Corporation Foundation grant, for funds to support the Food for All program. - Made contact with United Way and have been invited to submit a grant request. This will also be for Food for All. - We have reconnected with Oshkosh Rotary Menasha Corporation Foundation | |



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| Tenant Lease Discussion | Brenda | Counter sign tenant letter of intent approved by Heidi and second by Ryan. Jay abstain. Approval to sign. | |
| Next Meeting | | August meeting schedules: 8/4/2021 and 8/18/2021 | |
| Adjourn | | Meeting adjourned at 10:09pm. | |