

Oshkosh Food Co-op Board Meeting
 Date: 09/22/21
 Time: 6:30 pm
 Location: Hybrid (Remote and Blue Door Consulting)
 Minutes Recorded by: Molly

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 x	Jay Stoflet x	Guests:
Peter Westort x	Heidi Supple x	
Ryan Rasmussen X		

Topic	Facilitated by	Discussion	Actions
Call Meeting To Order	Brenda	Brenda called meeting to order at 6:38	
Member Comments	All	<p>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></p> <p><i>No member comments for this meeting.</i></p>	
Approval of Consent Agenda	All	<p>Consent Agenda</p> <ul style="list-style-type: none"> • Meeting Minutes – September 8, 2021 • Finance Committee Meeting Minutes – September 15, 2021 • Food Justice Team Meeting Minutes – September 15, 2021 • Site Team – Greenfire Pay Requests Update 	

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		<ul style="list-style-type: none">• Grants Team Report <p>Site Team – Greenfire Pay Requests Update: removed because not posted. Jay moves, Peter seconds passage of consent agenda, motion passes.</p>	
GM Reporting	Jeffrey	<p>Financial Reports</p> <ul style="list-style-type: none">o GM Notes on Financial Statements – September 22, 2021o OFC Balance Sheet – July 2021o OFC Income Statement – July 2021o OFC Statement of Cash Flows – January-July 2021o OFC Statement of Cash Flows – July 2021o Operating Budget vs. Actual – July 2021o Pre-open Sources & Uses – Budget vs. Actuals – September 21, 2021 <p>Good progress made on financial reports. There is still a lot to review, but may need to be deeper. Finance meets again on Wednesday. Motion to refer to the finance committee to review with a recommendation coming out of the finance committee for approval or not. Jay moves, Peter seconds. Motion passes.</p>	

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	<p>Weekly Store Reports o Week 36 (September 6-12) o Week 37 (September 13-19)</p> <p>Addendum to Week 37:</p> <ul style="list-style-type: none"> • EBT % of Transactions: 6.7% • EBT Sales: 5.7% • Member Transactions: 394 • Member Transactions as a percent of all transactions: 30.4% <p>Will add EBT and member sales each week. Also would like to know what -% of members or number of members have shopped at the store (unique members) -what % of sales our members account for that week. A trend report would be good long term. Let's start on a week by week basis. Include starting next week to build the trend line. Looking to determine how excited and engaged the membership is on a weekly basis</p> <p>Transitional Reporting – Ends -Inventory scheduled Oct. 10 (by GBS. NCG outsources but was too late to get in on NCG scheduling, will map the store tomorrow). Are making sure everything is categorized correctly and has any extra attachments (local, supplement v. wellness, bakery v. grab and go). Reviewing the whole database. Then will have a realistic measurement of local items as % of sales.</p>	
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		<p>-Peter moves to approve Molly seconds. Motion passes.</p> <p>Transitional Reporting – Human Resources</p> <p>-Some turnover, mostly in deli (often due to scheduling). Deli is using support from other areas.</p> <p>-Susy moves to approve. Heidi seconds. Motion passes.</p> <p>Oshkosh Operations Report</p> <p>-Would like to know how we’re defining “success” for the Grand Opening: *desired sales for each three days were almost there; not door busting, but were above double of average. *it kind of went off without too many hitches, vendors seemed to be engaged.</p> <p>-Was there any member generation through the Grand Opening? *couldn’t do it on the spot easily, but would be neat to incorporate in the future. *approx. were at 1803 before, are at 1810 now.</p> <p>-Interim GM/Acting GM: who is in charge when Jeffrey is out of town? *Jeffrey: typically is for if a longer planned absence *If there is a crisis that happens, we need to have someone. *Need some protocol to move issues forward. *Please get it to us before you leave</p> <p>-Not one we’ve asked for, not one we have to approve.</p> <p>COVID Policy Alignment</p> <p>-Community Room is a sponsored area, staff will transition out of it. It’s a good use of space right now. This transition isn’t far away. It would be nice to start cleaning it</p>	
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		<p>out now to make it as representational of the Food Co-op as we can. Please slowly start evolving the room. What is your plan when you don't have that space? Anne and Jeffrey share, Robyn and Sarah share.</p> <p>-Where are we with completion? Where aligned, where are they right now?</p> <ol style="list-style-type: none">1. Rachel is in contact with NCG for signs, postings and responses, not active on GM Forum on these issues. We would like an ongoing point of understanding about what other Co-ops are doing.2. Changes in policy triggered by CDC guidance: We are in a High Transmission zone. Guidelines suggest all employees be vaccinated, all not vaccinated should test, all should mask. If in public, wear a mask (Susy).3. When will the areas we're in alignment -- when will the changes be made? This is an operational decision. When will things happen?4. Board is fine as long as there is a plan for helping shoppers who may not be comfortable coming into the store.5. Detailed process means areas and how often it is done.6. Board would like to see requested policies for information only. Just would like to see that we're aligned. Use the CDC language when possible7. We are looking at the here and now. Right now the board does not favor requiring customers8. Sublessor would have to follow Building Manager's policy. As would those using Community Space.9. Employees will wear masks on the floor, in the kitchen and in offices not properly spaced. <p>The areas in alignment will start being implemented tomorrow. Will hold a meeting with management tomorrow. Don't expect 100% masking until Monday.</p>	
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		<p>Verbal Report – Post-open Expectations</p> <p>Jay moves to move into closed session, Warren seconds. Motion passes. Motion to move out of closed session by Susy, seconded by Peter. Motion passes.</p>	
Governance		<ul style="list-style-type: none"> ● Policy Register/Executive Limitations <ul style="list-style-type: none"> ○ It's dense. It won't be any easier to push it back any further ○ Will continue to review regularly in smaller chunks ○ Jay moves to approve Policy Register ELs, Peter seconds. Motion Passes. 	
Grants		<p>Discussion</p> <ul style="list-style-type: none"> ● Request to set up new fund at Oshkosh Area Community Foundation <ul style="list-style-type: none"> ○ Would be fund for all charitable aspects of the Co-op ○ Grants would be the Oshkosh Food Co-op Fund at the OACF ○ No board member objects to us moving in this direction ● Recommendations Request to designate new capital campaign gift to Food for All program <ul style="list-style-type: none"> ○ Jay moves to designate a gift toward Food for All and overall fund for charitable aspects of the Co-op, assuming there are no stipulations from the donor. Molly seconds. Motion passes. 	

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Board-only Session	All	The Board may meet in closed session immediately following the regular board meeting. Motion approved to move into closed session. Motion approved to move out of closed session.	
Adjourn		Meeting adjourned at 9:54 pm	

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