

Oshkosh Food Co-op Board Meeting  
 Date: 10/06/21  
 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	Heather Seraphine (Adjunct) X	

Topic	Facilitated by	Discussion	Actions
Call Meeting To Order	Brenda	Brenda called the meeting to order at 6:35. Welcome, Heather!	
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 <a href="mailto:oshkoshfoodcoop@gmail.com">oshkoshfoodcoop@gmail.com</a></i></p> <p>No member comments for this meeting.</p>	
Approval of Consent Agenda	All	<p><b>Consent Agenda</b></p> <ul style="list-style-type: none"> <li>Board Meeting Minutes – September 22</li> <li>Grants Committee Written Report</li> </ul>	

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		Pulled Finance Committee Meeting Minutes – September 29 because they weren't posted. Susy moves to approve, Jay seconds. Motion passes.	
GM Reporting	Jeffrey	<ul style="list-style-type: none"> <li>■ Financial Reports           <ul style="list-style-type: none"> <li>○ GM Notes on Financial Statements – September 22, 2021</li> <li>○ OFC Balance Sheet – August 2021</li> <li>○ OFC Income Statement – August 2021</li> <li>○ OFC Statement of Cash Flows – January-August 2021</li> <li>○ OFC Statement of Cash Flows – August 2021</li> <li>○ Operating Budget vs. Actual – August 2021</li> <li>○ Pre-open Sources &amp; Uses – Budget vs. Actuals – September 21, 2021</li> <li>○ General Notes               <ul style="list-style-type: none"> <li>■ September financial statements will include 5 weeks</li> <li>■ Financial statements are appropriate for July and August but will be moving to a 4 week, 4 week, 5 week period.</li> <li>■ Also incurred expenses in August that are attributable to Pre-Open activities v. operating costs. Approx. half of the expenses were operations other was pre-opening activity</li> </ul> </li> </ul> </li> </ul>	

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		<ul style="list-style-type: none"><li>○ Motion to approve financials as presented with the exceptions that they are current for operations but not complete for depreciation and they will be modified to fit into NCG format. Moved by Ryan, seconded by Heidi. Motion passes.</li><li>○ Note: accepting these reports means the board is accepting financial data, any discussion and non-compliance on actual financial position will be in other reporting.</li><li>■ GM Operations Report – October 5, 2021<ul style="list-style-type: none"><li>○ Low on staff due to open positions and staff injuries. (Issues in The Kitchen and Register)</li><li>○ Coupon promotions: are they making a difference? Jeffrey can include in the next operations report.</li></ul></li><li>■ Human Resources Report – October 5, 2021<ul style="list-style-type: none"><li>○ Has interviewed 4 people recently, 3 open positions.</li><li>○ The Candidate Pool Demographics section needs to be updated. We have spoken with Annie Eiden. Future agenda item for board: how do we want to address demographic data</li><li>○ Warren moves, Melissa seconds to approve the report. Motion passes.</li></ul></li><li>■ Ends Report – October 5, 2021<ul style="list-style-type: none"><li>○ Preparing for inventory and making sure everything is properly labeled as local or conventional, etc.<ul style="list-style-type: none"><li>■ Will then be able to finalize actual margins.</li></ul></li><li>○ RFS received store information for WIC; Jeffrey thinks it's within the \$900 per month cost. It is a complicated process so using RFS, has item requirements, including some specific brands</li></ul></li></ul>	
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		<p>(possibly to keep costs low). Unknown how long the process will take. WIC being in smaller stores is a somewhat new trend.</p> <ul style="list-style-type: none"><li>○ Motion to approve ends report with exception that Product Mix Report will be addressed separately. Ryan moves, Warren seconds. Motion passes.</li><li>■ Product Mix Report and Sales Growth Report<ul style="list-style-type: none"><li>○ Sales need to be increased per week to meet projections.</li><li>○ Need people in the store and need them to buy more</li><li>○ Have less people coming in per week than in the beginning. Need to drive sales amongst people who know about us.<ul style="list-style-type: none"><li>■ This is merchandising focused. Just switched out end caps. Will have a calendar next week to have at least 1 end cap change per week. 2 will involve co-op deals to help with price perception</li><li>■ Impulse Coolers will be combined into one</li><li>■ Are going to add impulse shelving at registers.</li></ul></li><li>○ Low cost conventional - meeting with Produce and Center Store weekly<ul style="list-style-type: none"><li>■ Goal: % of inventory low cost conventional</li><li>■ Country Hearth should be on shelf by the end of next week - will displace other bread that isn't a top seller.</li><li>■ Direct suppliers: some well known name brands.</li><li>■ Establishing conventional distributor but minimum orders are significant (2x regular order from UNFI)</li><li>■ Does every new item really displace another?</li></ul></li></ul></li></ul>	
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		<ul style="list-style-type: none"><li>• Most items in the store should be double or triple faced. Single faced people don't see. And causes more work for staff to stock.</li><li>■ How did you come up with % for low cost conventional<ul style="list-style-type: none"><li>• Is low compared to our other priority categories.</li><li>• Items add up quickly - seems like not too much and not too little. May come from individual direct relationships.</li><li>• Any sense of % of inventory in other hybrid stores? No, no data.</li><li>• Will this impact basket size? Is there a risk there?<ul style="list-style-type: none"><li>○ Items being dropped are low sellers.</li></ul></li></ul></li><li>■ Lower cost conventional items - why name brand v. private label?<ul style="list-style-type: none"><li>• OFC has field day private label through NCG</li><li>• Bigger companies will come themselves and set on self and are identifiable. People want them.</li></ul></li><li>■ How will bringing in more conventional impact local suppliers? Are we still accepting local suppliers?<ul style="list-style-type: none"><li>• Don't see these items as competing against local per se.</li><li>• Not planning to displace any local</li><li>• Are accepting local supplies, not repetitive products though</li></ul></li><li>■ What's the timeline process for this change? Gradual may mean less shock for shoppers.</li></ul>	
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<b>Governance</b>		<ul style="list-style-type: none"> <li>• Board Reporting Schedule</li> <li>• Motion to approve as amended. Peter moves, Susy seconds. Motion passes.</li> </ul>	
<b>Board-only Session</b>	All	<p>The Board may meet in closed session immediately following the regular board meeting.</p> <p>Susy moves, Ryan seconds to move into closed session. Motion passes.</p> <p>Jay moves, Warren seconds to move forward with contingency planning related to Legal, IT and Finance. Motion passes.</p> <p>Ryan moves, Warren seconds to move out of closed session. Motion passes.</p> <p>Motion approved to move out of closed session.</p>	
Adjourn		Meeting adjourned at 10:03 pm	

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