

Oshkosh Food Co-op Board Meeting
 Date: 12/01/21
 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: Ryan Rasmussen
Molly Smiltneek x	Susan Vette x	Members:
Melissa Weyland x	Jay Stoflet x	Guests: Paula Gilbertson (Retail Support) from NCG
Peter Westort x	Heidi Supple x	
Vacant	Heather Seraphine (Adjunct) x	

Topic	Facilitated by	Discussion	Actions
Call Meeting To Order	Brenda	Brenda called the meeting to order at 6:39	
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>No member comments for this meeting. We are getting a good amount of feedback from member-owners but not clear if they are intended to be member comments. We will communicate better to member-owners on how to do that. Need to help them understand what it means to read it into the minutes, put it into the record.</p>	
	All	<p>Consent Agenda</p> <ul style="list-style-type: none"> Board Meeting Minutes – November 17, 2021 	

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		<ul style="list-style-type: none">Finance Committee Meeting Minutes – November 18, 2021 <p>Jay moves, Heidi seconds approval. Motion passes.</p>	
Finance	Peter and Heidi	<ul style="list-style-type: none">August 31, 2021 Financial StatementsSeptember 30, 2021 Financial StatementsOctober 31, 2021 Financial Statements <p>Finances are in a good place where we are seeing a good snapshot of the business. Have a better understanding of actual operations. We believe numbers are accurate now and can better use them for planning going forward. Good conversation within Finance on how best to utilize funds. Will be able to use QB as a source finance tool moving forward.</p> <p>Motion by Jay for approval of Financial Statements, Molly seconds of Financial Statements. Motion Passes.</p> <ul style="list-style-type: none">Finance Committee – Next Steps (Asset Log/Depreciation Schedule, Training, 2022 Budget)	

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GM Reporting	Ryan	GM Reporting Discussion <ul style="list-style-type: none"> Operational Updates (Verbal Report) <ul style="list-style-type: none"> Always great when NCG comes to town; brain gets flooded with info that is great info. Great first event in Co-op Space with Oshkosh West students. The Great Turkey Debacle of 2021 <ul style="list-style-type: none"> People appreciated personal outreach and transparency Thanksgiving <ul style="list-style-type: none"> Sales weren't as great as we hoped; we were closed one whole day. The weekend after the holiday was very slow. Bright points: Tuesday and Wednesday were some of our highest days since Sept. grand opening, they spent a lot of money those two days. Basket size increased significantly. Future focus after holidays: how to re-engage folks after a holiday Paula: learn the rhythm. BlackFriday is a bad sales day due to travel and leftovers; good time to flip the store for the next holiday/event. Some co-ops even chose to close Friday to give staff time off. Some stores do a great job of harnessing Small Business Saturday but have to make a specific effort. Membership Days next week 	

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		<p>and build a new one to all us build more appropriate WSR to incentivize growth and to budget better.</p> <ul style="list-style-type: none">○ Are diving more deeply into product and supply chain issues; having direct conversations with team members to work on product mix. Meat and cheese, center store, wellness, dairy are all on the docket. Giving management more direct resources and oversight in maximizing potentials that are out there.	
Executive Committee		<ul style="list-style-type: none">● Project Plan/Action Item List – Review/Updates<ul style="list-style-type: none">○ Updated 30+ items that are in progress and updated scheduling for list	
Membership Recruitment and Communications	All	<p>Discussion</p> <ul style="list-style-type: none">■ Member-owner Days<ul style="list-style-type: none">○ Board guidance needed on social activity. Unsure if this is the right time to have a full indoor gathering.○ If do anything, keep it simple. Maybe a sneak preview of the community room.○ Need to do the most to take advantage of opportunities.	

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		<ul style="list-style-type: none">○ At a minimum, Board needs to be present. <ul style="list-style-type: none">■ Promotional Calendar <p>Recommendations</p> <ul style="list-style-type: none">● n/a	
Governance		<p>The Board may move into closed session for purposes of confidential strategy discussions.</p> <ul style="list-style-type: none">■ Board Appointment<ul style="list-style-type: none">○ Jay moves, Heidi seconds to move into the closed session. Motion Passed○ Jay moves, Warren seconds to move out of closed session. Motion passes.○ Discussed strategic priorities of the Board, as well as needs of the Co-op. Identified a potential candidate and will reach out to discuss.■ Annual Meeting/Elections Schedule<ul style="list-style-type: none">○ Molly gave general update and planned timing of May 25, 2022 for annual meeting	

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Site Team	All	<ul style="list-style-type: none">● Ratification of Change Order Approval(s)<ul style="list-style-type: none">○ Motion to ratify boards vote to hold on change orders. Warren moves, Heidi seconds. Motion Passes.● Community Room<ul style="list-style-type: none">○ How do we start to think about talking to people about using this?○ Don't have criteria for usage yet. Guidelines need to be flushed out. Looking to do Jan and Feb as trial with limited groups and track data to see about how they engage with the Co-op.<ul style="list-style-type: none">■ Don't bring in unpaid merchandise or outside food or beverage, require basic clean up. Have people sign basic agreements for pilot program○ Sponsor of room will likely approve of this slow, measured approach.	

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		<ul style="list-style-type: none">• Lease Agreement for Tenant Space – DRAFT<ul style="list-style-type: none">○ Will have to address electronically, forgot to post.	
Adjourn		Meeting adjourned at 9:30	

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