



MEETING AGENDA  
Whitewater Grocery Co  
Board of Directors

**When:** Dec. 19, 2019 6:30PM - 8:30PM

**Where:** Whitewater Innovation Center Room 105, 1221 Innovation Drive, Whitewater WI

**Invited:** All Owners of the Whitewater Grocery Co. and their elected board

**Mission & Vision:** We are your (future) friendly neighborhood grocer supporting fresh and local products.  
We value:

- community ownership
- quality customer service
- welcoming everyone
- a lively learning and gathering space
- sustainable practices: people, planet, profit

**Meeting Intention:** To come to a shared understanding of what we need to do to move from Stage 2a: Feasibility to Stage 2b: Planning and how that impacts our budget and allocation of resources, receive an update on where we stand with the pro forma, start planning our calendar for next year, and to wish each other a very holly jolly holiday season and a happy new year!

Time	Topic	Board Action or Outcomes	Leader(s)
6:00	Gather, Socialize, Settle In	Enjoy and settle in by 6:30	
6:30	<b>Preliminaries:</b> Call to Order Mission and Intention  Guests Agenda Review	Officially start the meeting Shared understanding of our co-op's mission and tonight's purpose <b>Allow for comments from owners</b> Approve the agenda; decide on any changes	Lacey
6:35	<b>Consent Agenda:</b> Approve minutes  Accept Board Reports  Accept Treasurer's Report	Accept and enter into record our previous meeting's minutes Acknowledge and accept Committee Reports and President's Report. Acknowledge and accept most recent Dashboard & Financial Statements	Lacey
6:40	<b>Accountability:</b> Check on the progress of Action Items	Status update (done/pending/request for extension) on outstanding action items	Anne
6:50	<b>Committee Requests:</b> Finance & Legal	Request to create a memo of understanding with the	Anne



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		Whitwater Community Foundation to serve as our charitable donation processor  Request input on Finance & Legal 2020 Goals	
7:00	<b>Board Development:</b> Education and Training	2B or Not 2B - What we need to do to move from feasibility to planning. In preparation, please read pages 42 through 54 of the FCI Start-Up Guide.	Lacey
7:15	<b>Board Business:</b> Pro Forma Update	Brief update on where we stand with the Pro Forma	Lacey, Jen
7:30	<b>Break</b>	5 minutes to refresh	
7:35	<b>Board Business (cont.)</b> Budget	Discuss By-Stage Budget Planning	Jen

Review and Approve Upcoming Expenses

	A	B	C	D	E	F
1	Committed or Automatic Unspent Expenses 12/9/2019 - 1/31/2019					
2						
3	Date	Description	Memo	Category	Amount	
4	12/18/2019	Pecan Pie Productions	Movie Theater	Marketing:Advertising	\$260.00	
5	12/24/2019	QuickBooks		Project Management:QuickBooks	\$40.00	
6	12/30/2019	Wegner CPA	QB Support	Consulting: Accountant	\$486.00	Over budget
7	1/1/2020	Innovation Center		Project Management:Office	\$460.00	
8	1/1/2020	Dorsey & Whitney		Consulting: Legal	\$750.00	Not sure when they will bill us
9	1/18/2020	Pecan Pie Productions	Movie Theater	Marketing:Advertising	\$260.00	
10	1/24/2020	QuickBooks		Project Management:QuickBooks	\$40.00	
11						
12		TOTAL			\$2,296.00	

7:50	<b>Self-Assessment:</b> Policy Review	Review and approve Finance and Legal Committee Charter	Anne
8:00	<b>Looking Ahead:</b> Review Board Calendar & next meeting(s)	Review and approve 2020 Board Calendar and review draft agenda for next month	Anne
8:25	<b>Closing:</b> Review decisions & tasks Adjourn	Discuss and agree on what we accomplished Officially end meeting	Lacey



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**DRAFT OF NEXT MONTH'S AGENDA (JANUARY)**

Time	Topic	Board Action or Outcomes	Leader(s)
6:00	Gather, Socialize, Settle In	Enjoy and settle in by 6:30	
6:30	<b>Preliminaries:</b> Call to Order Mission and Intention Guests Personal Check In Agenda Review	Officially start the meeting Shared understanding of our co-op's mission and tonight's purpose Welcome, set expectations for meeting participation, allow for comments Share and listen; make our readiness known Approve the agenda; decide on any changes	Lacey
6:40	<b>Consent Agenda:</b> Approve minutes from April Accept Board Reports  Accept Treasurer's Report	Accept and enter into record our previous meeting's minutes Acknowledge and accept Committee Reports, Action Plans: 800 Owners, Business Plan, Site Selection Acknowledge and accept most recent Dashboard & Financial Statements	Lacey
6:42	<b>Accountability:</b> Check on progress of Action Items	Verify delegation and deadlines of new and outstanding action items	Anne
6:50	<b>Financial Report:</b>		
7:00	<b>Committee Updates:</b>		
7:05	<b>Board Business:</b> Business Plan Update  Budget	Review and approve final version of current business plan for distribution  Approve Stage 2A Budget	Praveen  Jen
7:20	<b>Board Development:</b> Education Topic		
7:45	<b>Administrative:</b> Quarterly Review	Review and approve changes to Feasibility Dashboard & Assessment	
7:55	<b>Self-Assessment:</b>		



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	Policy Review	Board Charter Policy and Charter Audit Process	Lacey
8:10	<b>Looking Ahead:</b> Review Board Calendar & next meeting(s)	Review Calendar for next month Review draft agenda for next month	Anne Anne
8:20	<b>Closing:</b> Review decisions & tasks Adjourn	Discuss and agree on what we accomplished Officially end meeting	Lacey Lacey
8:30	Goodbye and Good Job!		