

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 | Preliminaries: 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 Allow for comments from owners Approve the agenda; decide on any changes | Lacey |
| 6:35 | Consent Agenda: 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 | Accountability: Check on the progress of Action Items | Status update (done/pending/request for extension) on outstanding action items | Anne |
| 6:50 | Committee Requests: Finance & Legal | Request to create a memo of understanding with the | Anne |

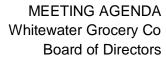


| 1 | | | _ | | | | |
|--------------------------------------|---|--|--|---|------------|------------|-----------------------|
| | | | | er Community Foundation to donation processor | serve as | our | |
| | | | Request in | nput on Finance & Legal 2020 | O Goals | | |
| 7:00 | Board D | evelopment: | | | | | |
| | 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 | | Board Business: Pro Forma Update | | Brief update on where we stand with the Pro Forma | | | Lacey, Jen |
| 7:30 |) Break | | 5 minutes | to refresh | | | |
| 7:35 | 7:35 Board Business (cont.) Budget | | Discuss By-Stage Budget Planning | | Jen | | |
| Review and Approve Upcoming Expenses | | | | | | | |
| | Α | В | С | D | E | | F |
| | Committed or A | Automatic Unspent Expen | ses 12/9/2019 | - 1/31/2019 | | | |
| 2 | | | | | | | |
| | Date | Description | Memo | Category | Amount | | |
| 4 | 12/18/2019 | Pecan Pie Productions | Movie Theater | | \$260.00 | | |
| 5 | | QuickBooks | | Project Management:QuickBooks | \$40.00 | | |
| 6 | | Wegner CPA | QB Support | Consulting: Accountant | | Over budg | et |
| 7 | | Innovation Center | | Project Management:Office | \$460.00 | | |
| 8 | | Dorsey & Whitney | | Consulting: Legal | | Not sure w | hen they will bill us |
| 9 | | Pecan Pie Productions | Movie Theater | | \$260.00 | | |
| 10 | 1/24/2020 | QuickBooks | | Project Management:QuickBooks | \$40.00 | | |
| 11 | | TOTAL | | | \$2,296.00 | | |
| 7:50 | | Self-Assessment: Policy Review | | Review and approve Finance and Legal Committee Charter | | | Anne |
| 8:00 | 0 Looking Ahead: Review Board Calendar & next meeting(s) | | Review and approve 2020 Board Calendar and review draft agenda for next month | | Anne | | |
| 8:25 | _ | decisions & tasks | | nd agree on what we accomp and meeting | lished | | Lacey |



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 | Preliminaries: 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 | Consent Agenda: 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 | Accountability: Check on progress of Action Items | Verify delegation and deadlines of new and outstanding action items | Anne |
| 6:50 | Financial Report: | | |
| 7:00 | Committee Updates: | | |
| 7:05 | Board Business: Business Plan Update | Review and approve final version of current business plan for distribution | Praveen |
| | Budget | Approve Stage 2A Budget | Jen |
| 7:20 | Board Development: Education Topic | | |
| 7:45 | Administrative: Quarterly Review | Review and approve changes to Feasibility Dashboard & Assessment | |
| 7:55 | Self-Assessment: | | |





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