



MEETING AGENDA  
Whitewater Grocery Co  
Board of Directors

**When:** January 27, 2020 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.

Time	Topic	Board Action or Outcomes	Leader(s)
6:00	Gather & Socialize	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 approve our previous meeting's minutes  Acknowledge and accept Committee Reports  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
6:45	<b>Committee Requests:</b> O&O Door Hangers	The Ownership and Outreach Committee would like to request the approval by the Board for the expenditure of \$225.53 toward door hangers to be used for our first soft door to door campaign in February. This cost will include 2500 door hangers.	Katy



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6:55	<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> Feasibility	Review and approve updated Feasibility Assessment and Dashboard	Jo
		Come to a shared understanding of our current status using - FCI Stage 2A Feasibility Checklist	All
		Review Board Capacity Survey Results to identify target areas of improvement.	Lacey
	Timeline	Review the revised Timeline based on new benchmarks	Anne
	Budget	Review the lease and approve upcoming expenses (see below)	Jen

Expenses for approval 1/25/2020 - 2/29/2020

Date	Description	Memo	Category	Amount		
2/1/2020	Innovation Center		Project Management:Office	\$471	\$5,647	Rent for 12mos
2/18/2020	Pecan Pie Productions	Movie Theater	Marketing:Advertising	\$260		
2/24/2020	QuickBooks		Project Management:QuickBooks	\$40		
	Up & Coming Registration	6	<-- Number of registrations	\$1,350		
1/31/20	Sales Tax		Approx.	\$50		
2/28/20	Great American		Insurance	\$147		
	Other things????					
	TOTAL			\$2,318		

7:30	<b>Self-Assessment:</b> Policy Review	Board Charter Policy and Charter Audit Process	Lacey
7:45	<b>Executive Session:</b> Site Selection	An update, in closed session, regarding possible locations and feasibility	Lacey
8:15	<b>Looking Ahead:</b> Review Board Calendar & next meeting(s)	Review next month's calendar Attendance at Up & Coming Conference, March 5-7 Review Draft Agenda for February	Anne
8:25	<b>Closing:</b> Review decisions & tasks Adjourn	Discuss and agree on what we accomplished Officially end meeting	Lacey