



## Site Selection/Evaluation Committee Charter

The purpose of this committee is to function as an ad hoc group of technical area experts designated to make site selection recommendations the Whitewater Grocery Co. Board of Directors.

The committee will meet at least once per calendar quarter or as needed with the chair being ultimately responsible for scheduling the meetings and reporting to the board of directors.

The membership of this committee shall be no less than five.

The Committee Chair shall be a designated member of the Board of Directors and shall include owners with interest and expertise in:

- Real Estate
- Law
- Finance
- Construction, and
- Local and state building requirements

The ultimate product of the committee will be an evaluation matrix comparing the strengths and weaknesses of various sites (both existing buildings and new construction sites). Committee members will not be involved in actual negotiations regarding various sites.

Site selection evaluation criteria shall be based primarily on recommendations in the "Real Estate Resource Guide" issued by the Food Co-Op Initiative.

The Board of Directors have recommended that no one criteria be weighted above other criteria. Evaluation of potential sites within each criteria shall be on a positive (+), undetermined/neutral (o), or negative (-) ranking.

The criteria to be used are:

- Availability
- Size and expansion options
- Visibility/ease of access
- Parking
- Estimated build-out cost (annualized), and
- Operating costs and operating efficiency

Limit: The committee cannot spend more than budgeted, cannot spend more than \$50 on unbudgeted items without committee approval and no individual committee member has the authority to spend money unless specifically authorized by the committee or Board of Directors.

**Created: June 5, 2018**

**Board Approved: June 11, 2018**