



## Site Buildout Committee Charter

The purpose of this committee is to research and provide technical expertise related to the buildout of a site for Whitewater Grocery Co., and to make recommendations to the Whitewater Grocery Co. Board of Directors.

The committee will meet at least once monthly 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 shall include one liaison member of the Board of Directors and shall include owners with interest and expertise in:

- Local leasing and building knowledge
- Community outreach
- Development grants
- Sustainability
- Accessibility
- Store design and grocery programming
- Local foods
- and/or Legal (can be met through our attorney as needed)

The ultimate product of the committee will be a series of recommendations to the Board based on questions that arise in the planning and pre-construction stages of selecting and building out a site. Committee members will work closely with Board-approved consultants as well as other Whitewater Grocery Co. committees to develop and test recommendations. Committee members will not be involved in actual negotiations regarding a site, unless expressly directed to do so by the Board.

The Chair will source local experts as needed; to include, but not limited to, forming an ad hoc advisory group with knowledge of currently available site options. This is to ensure awareness of newly available sites that may be a better fit. The Chair can recommend to the Board that the Site Selection Committee be reinstated.

Site buildout planning and due diligence criteria shall be based primarily on recommendations in the "[Real Estate Resource Guide](#)" issued by the Food Co-Op Initiative.

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.

**Adopted: April 15, 2021**

**Reapproved: September 27, 2021**

**Last Revised: September 27, 2021**