

Oshkosh Food Co-op Board Meeting

Date: 02/02/22

Time: 6:30 pm

Location: Hybrid

Minutes Recorded by: Molly

Board Member Attendance		Member, Staff & Guest Attendance
Brenda Haines x	Warren Bergman x	Staff: Ryan Rasmussen, Kaye Kirsch
Molly Smiltneek x	Susan Vette x	Members: JQ Hannah
Melissa Weyland x	Jay Stoflet x	Guests: JQ Hannah
Nicole Waltemath x	Heidi Supple x	
Belynda Pinkston x	Heather Seraphine (Adjunct)	

Topic	Facilitated by	Discussion	Actions
Call Meeting To Order and welcome to Belynda Pinkston and Kaye Kirsch	Brenda	Brenda called the meeting to order at 6:34	
Member Comments	All	<p>Member Comments <i>Note: Due to the risks associated with in-person gatherings, we are meeting virtually. If you would like to submit member comments, please do so in writing and email to oshkoshfoodcoop@gmail.com</i></p> <p>No member comments submitted.</p>	
Consent Agenda (6:30)	All	<p>Consent Agenda</p> <ul style="list-style-type: none"> Board Meeting Minutes – January 26, 2022 Finance Team Meeting Minutes – January 7, 2022 and January 17, 2022 Pulled because are not yet posted. 	

THE FUTURE IS LOCAL. The Oshkosh Food Co-op's mission is to promote the health and vitality of our community through collectively owning a grocery store to meet our diverse needs. Our co-op emphasizes local and organic suppliers to grow a place of holistic well-being.

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		<ul style="list-style-type: none">Weekly Store Report – January 31, 2022 <p>Committees with No Report: Grants, Fundraising and Sponsorships Membership Recruitment and Communications</p> <p>Nicole moves, Melissa seconds approval. Motion passes.</p>	
GM Reporting (6:45)	Ryan	<p>GM Reporting Discussion</p> <p>The Board may meet in closed session for the purposes of discussing strategy, competitive position, confidential negotiations and/or personnel.</p> <ul style="list-style-type: none">Verbal Report - Ryan<ul style="list-style-type: none">CAT Survey all data collected: 784 with a few more coming yet this eveningFood for All donations coming in from membersEquipment movement<ul style="list-style-type: none">Jerry is selling the last few piecesStill have some stuff that we want in store and out of storageShelving still remains in Fondy<ul style="list-style-type: none">some will be used for resetsome will be soldNew owner is ok with us holding shelving there will tell	

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		<p>us when it becomes a problem</p> <ul style="list-style-type: none">• Verbal Report - Kaye<ul style="list-style-type: none">◦ Equipment in lease space<ul style="list-style-type: none">■ thanks for cleaning that up■ Want to use the marketing items for relaunch in April, may move to community room or blue door■ Figuring out storage in back of the store for deli■ Moving staff lockers will allow more shelving■ Thunderbird is interested in some equipment■ On track to having it cleared by end of February• IGM Transition Update<ul style="list-style-type: none">◦ Kaye and Ryan have worked hard on off-boarding and information sharing◦ Kaye: Very grateful for Ryan and everything he has cleaned up prior to her arriving. Thank you to Susy and Brenda for figuring out accommodations and being so welcoming◦ Have been sending emails introducing Kaye to key stakeholder (Amy at NCG, ECRS/Catapult)◦ Need to provide case lot discounts has been promised and seems like something we can implement within a couple of weeks.◦ Membership Transition is a challenge:need to figure out players, issues and challenges◦ Pricing updates: distributor prices are going up but not sure our systems are being updated, which may be affecting margins.◦ Still need<ul style="list-style-type: none">■ NationBuilder Access - Brenda will do■ Finance and Purchasing Guidelines Kaye needs to be aware of (Ex: printer issue - can she just purchase)<ul style="list-style-type: none">• Finance and Accounting Manual: Heidi will send	
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		<ul style="list-style-type: none">■ Need to transfer money into an operating account. Initiate with BankFirst. Will take care of that tomorrow■ Need to clarify if we need someone from board present to transfer signatures for banking■ Liquor license transfer - do we need a notary?■ Food for All background material■ All Team Meeting tomorrow evening<ul style="list-style-type: none">● Share what is coming in Firebrand report at high level● Get them excited about what we're going to do together● Hope to inspire them about the vision● Firebrand Strategic Plan Updates<ul style="list-style-type: none">○ Will immediately be starting some projects while JQ is here. Will look at Marketing and overall strategy, help us prioritize what we do first<ul style="list-style-type: none">■ working on reimagining the deli○ Dan will be here Sunday through Tuesday and back on Thursday. Will be doing core retail operational training with managers and some other staff○ Want community room in Feb. and March to be staging area for Merchandising.● Ryan: I want to express absolute gratitude to this board for entrusting me in this role, even for 3 months. I am so proud of this project. It's a joy and privilege to be a part of this. Nab me as a volunteer.	
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Executive Committee (7:15)	Brenda	<p>The Board may meet in closed session for the purposes of discussing strategy, competitive position, confidential negotiations and/or personnel.</p> <p>Discussion</p> <ul style="list-style-type: none">• GM Search Update – Sharing the position posting, survey reminder<ul style="list-style-type: none">◦ Please do the survey. Will be critical to help identify the personality we are seeking in a GM.◦ Sharing the position posting: Want to actively spread the word.<ul style="list-style-type: none">■ share the carlisle job posting and send people to carlisle group■ enlist our networks we were super involved with before the store opened. you never know who knows someone■ Ex: send to community foundation or aurora or rotary-ask them to share on their social media and list serves■ List contacts made in Basecamp thread.■ Will also be sharing it to our members■ Can share to our social media as well• Action Item list<ul style="list-style-type: none">◦ Equipment and Tenant space are moving forward• Tenant Lease Agreement/Timeline<ul style="list-style-type: none">◦ Brenda will start moving forward on this• Ryan Rasmussen, Acting General Manager Farewell – Friday, 3-6 p.m. (sorry about that error in the member email)• CAT Survey Update<ul style="list-style-type: none">◦ Collecting street address, city, state and total purchase amount from shoppers in the store over the last week◦ Will sort it into census tract - will see how our shopper base compares to expected shopper base. Will show us where we have opportunities. May also give us interesting data to know how far people are traveling in order to shop and which areas	
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		<p>we have succeeded in reaching people as well as the neighborhood in which we're located.</p> <ul style="list-style-type: none">○ Thank you to all of the volunteers who helped with this.○ Needed a minimum of 700 volunteers; will end up with around 800.○ Next steps: Mary Ann Offer will enter data into excel	
Finance Committee (7:35)	Nicole and Heidi	<p>Discussion</p> <ul style="list-style-type: none">● n/a <p>Recommendations</p> <ul style="list-style-type: none">● 2022 Budget and Pro Forma Projections<ul style="list-style-type: none">○ Using margins, product mix, etc. recommended by Firebrand. Budget must be goal oriented by also realistic. (Accepted recommendations and underlying assumptions, but when we see them in context of the budget and projected out may need to further sharpen our pencils)○ Would "reforecast" if have to adjust based on trajectory actuals are showing us.	
Governance Committee (7:50)	Molly	<p>Discussion</p> <ul style="list-style-type: none">● Elections Timeline Update	

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		<p>Recommendations</p> <ul style="list-style-type: none">• Resolution Updating Bank Accounts:• Motion to approve as amended at the meeting; Warren moves, Nicole seconds. Motion passes.	
Food Justice Committee (8:00)	Warren	<p>Discussion</p> <ul style="list-style-type: none">• n/a <p>Recommendations</p> <ul style="list-style-type: none">• Belonging Statement<ul style="list-style-type: none">○ There are suggested revisions. The content, length and organization will be updated. Do bulleting. Pull out actionable items.○ Maybe work to update the links and send them back to our site whenever possible.○ Goal is for the statement to last for awhile; if so make sure actionable items are broad enough and balance that with it being a universal message.<ul style="list-style-type: none">■ Long term is the cause, short term is the process and movement	

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		<ul style="list-style-type: none">■ Last paragraph could better address the ends. Will give food justice a better awareness of our ends, which will help us focus the statement more.	
Adjourn		Meeting adjourned at 8:14. Next Meeting February 16	

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