



**Oshkosh Food Co-op
Board of Directors | Board Meeting Minutes
December 1, 2025**

Present: Nick, Anne, Jerry, Denise, Brenda, Heather, Tracy, Mary (arrived at 6:10 p.m.)

Tracy called the meeting to order at 6:07 p.m.

No member-owners were present to offer comments. Denise shared that a member-owner had asked about the Co-op's response to SNAP Benefits cancellation. Jeremiah shared that the Co-op currently partners with the Oshkosh Area Community Pantry, the Cabinet (at UW Oshkosh, a pantry run by the Oshkosh Student Association) and Father Carr's Place 2 Be.

General Manager Report

Jeremiah provided updates:

- Titan Card – UW Oshkosh's coordinator of the Titan Card program is exploring whether the Co-op can be added to the program.
- ThedaCare – Co-op coupons will be shared with the ThedaCare team upon opening.
- November sales were strong with the Thanksgiving holiday.
- New member-owners are joining the Co-op, with interest in the member-owner benefit of the additional 10% off Co-op Deals.
- Jeremiah expects the October financial statements to be skewed, as the shrink data was not closed for a week. November shrink should reflect the change.
- Applications are beginning to flow in for Prepared Foods and interviews are scheduled.
- A new Produce Lead has joined the team. He has previous experience, working at his dad's market, in the produce department.
- Jeremiah would like to hire one additional cashier to get to more fully staffed for the holidays.
- No events are currently scheduled for spring. Jeremiah will begin to schedule these. Jeremiah will be scheduling bingo and trivia Saturdays.
- A new intern to help with marketing and design is tentatively scheduled to join the team on December 15th. The Oshkosh Student Association, through the Green Fund, is exploring funding this. Jeremiah will also be recruiting a second intern for the Spring semester.

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a member-owned community grocery store





Closed Session

The Board of Directors may move into closed session for the purpose of discussing personnel matters, contract negotiations, market competition or other matters requiring confidentiality.

Denise moved to go into closed session. Tracy seconded. Unanimously approved.
Tracy moved that we move out of closed session. Denise seconded. Unanimously approved.

Discussion Agenda

Recapitalization Report + Extension of Recap Timeframe for Selected Lenders

Three member-owners have made verbal commitments, but paperwork is still being finalized. Brenda requested an extension be granted for these member-owners, who made their commitments at the end of the campaign and/or are providing additional time for repayment of a loan. Tracy has moved extension of the recapitalization paperwork. Nick seconded. The Board unanimously approved the motion.

Merge Lease Amendment

Tracy shared a lease amendment that will transition the vacant space adjacent to the Co-op to Merge Urban Development, owners of the Brio Building, LLC. Merge has presented a revised lease agreement. This space was originally provided at no charge as the result of a design change to the footprint of the building prior to construction (from rectangular to angular), which eliminated a planned mezzanine. The revised lease agreement will reduce the Co-op's monthly lease payment. Brenda moved approval of the second lease amendment. Nick seconded. Unanimously approved.

SNAP/EBT Reauthorization

The Oshkosh Food Co-op was required to re-authorize to accept SNAP Benefits. Tracy coordinated the reauthorization. The Co-op Board wishes to extend its gratitude to Tracy for completing this work in a short timeframe to meet the program deadline. A site visit is expected as the next step in the re-authorization process.

Co-op Growth/Financial Stabilization

The Oshkosh Food Co-op Board of Directors continues to evaluate additional avenues for to grow the Co-op.

- **Interns** – A partnership with UW Oshkosh may help to strengthen the relationship between the Co-op and the university. If the project moves forward, the interns will be charged with promoting the Co-op.
- **Titan Card** – The Titan Card is a payment method for students, faculty and staff at UW Oshkosh. The Titan Card is accepted at some local retailers. Gaining the ability to accept the Titan Card may provide a food option for students who live nearby, have food sensitivities or stay on campus/in town when dining services are not available.
- **ThedaCare Welcome** – As the ThedaCare Oshkosh Hospital opens its doors in January, the Co-op seeks to become the grocery destination for hospital staff and visitors to the hospital.

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- **Open Payments for Membership** – Some member-owners on the payment plan have fallen behind in payments. Tracy plans to meet with Ann to understand the current outreach process to re-engage these member-owners and learn how Board members or volunteers can support this work.
- **Food for All Funding** – Food for All participation continues to rise:
 - 200+ individuals and families utilized the program this year
 - 32,000 transactions
 - \$30,000 in discounts given

Round Up at the Register raises funds for about ½ of the program's costs. Additional funding has been provided by community partners. To continue to meet this need (until the store is on firm financial footing and can cover program costs on its own), approximately \$15,000 in funding will continue to be sought from community partners. The Food Justice Committee will be working on this. If the UW Oshkosh internship program is approved, intern support could also be provided.

- **Joint Liability Fund Re-evaluation** – A question was raised as to whether the Co-op may see additional refunds as a result of its financial growth and stabilization from the Joint Liability Fund. Though the Co-op's risk has decreased, sales have increased, so no refund is expected.

Committee Reports

Finance Committee

Denise provided an update from the Finance Committee meeting. Reported sales for November have been strong. Regarding October financials, cash reserve changes are due to higher than typical inventory purchases for November/Thanksgiving.

In light of growing food insecurity, the store began offering a \$1 cup of soup for anyone experiencing hardship. A question was raised as to whether a sponsor may be sought to help offset the costs.

Food Justice Committee

Food Justice will meet in January 2026. As Committee Chair, Anne will set a meeting date and notify the committee members.

No other committees have met.

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Brenda moved into closed session. Tracy seconded. Unanimously approved.

Mary moved to move into closed session. Denise seconded. Unanimously approved.

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Adjournment

Following closed session, Tracy declared the meeting adjourned.

Respectfully submitted,
Brenda Haines, Interim Board Vice-President

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