

## FREE RANGE FOOD CO-OP – Board Work Session Minutes

October 4, 2022

Page 1 of 2

Directors: Lois Bendix, Casey Dabrowski, Shara Dabrowski, Garrett Holl, Brandon Otway

Staff: N/A

Absent: Tom Connolly

Guests: Merry Moody, Lydia Williams

Late arrivals/early departures: None

Call to Order: Brandon called meeting to order at 6:09pm

1. Welcome and Introductions
2. Additions/Deletions to the agenda: None
3. Public comment acknowledgement: No comments
4. Outstanding Tasks:
  - a.
5. Team Check-ins:
  - a. Board Development: Meeting next week to finalize election details.
  - b. Business Plan: No updates.
  - c. Capital Campaign: Finalized the job description for CIC Coordinator.
  - d. Finance: No updates.
  - e. GM Search: Melanie Reid is working with the team & meeting again on the 19th.
  - f. Marketing: Next meeting on 10/5.
  - g. Owner Engagement: Gathering a gift basket for the YMCA Auction on 11/17, and will be tabling at the Snowflake Bazaar on 11/5. The Taking Care of Business event went really well & is recommended to participate in it again next year.
  - h. Site Selection: No updates.

### Old Business Items

1. Board & Brews recap
  - a. Discussion: 9 owners came, and 1 was already at Klockow so he came over to talk. Had 5 current volunteers & 5 new potential volunteers, with interest by 2 in possibly running for the board in the future but likely not for this election cycle.
  - b. Outcome: Consensus was that it was a good enough turnout for the first time hosting this type of event. Next time we'll need to hold the event earlier in the year, and advertise further ahead.
  - c. Assignments: Lois will work on following up with the attendees.
2. Annual Meeting Discussion/Update
  - a. Discussion: Reviewed previously assigned tasks. All board & assigned volunteers should plan to arrive at the Reif at 4:30. The postcard has been finalized and ordered from Rapids Printing.
  - b. Outcome: Update list with people assigned and dates when tasks need completion.
  - c. Assignments:
    - i. Garrett & Casey will have the online ballot ready to make public on 10/11.
    - ii. Tom, Casey & Shara will submit applications.
    - iii. Brandon will update the letter draft by 10/5 and send it to the rest of the board for review before emailing to ownership.
    - iv. Shara will bring needed items to the meeting from the tabling bin including t-shirts.
    - v. Garrett, Brandon & Casey all will bring a laptop (2 for voting, 1 for the presentation).
    - vi. Brandon will look for an old Survey Monkey draft for the team to update.
    - vii. Shara will share the Canva annual report link with Brandon.
3. Annual Meeting Food Discussion
  - a. Discussion: Discussed what approach we want to take.
  - b. Outcome: Decide who is going to be responsible for food/beverages.

## FREE RANGE FOOD CO-OP – Board Work Session Minutes

October 4, 2022

Page 2 of 2

- c. Assignments: We have the options of volunteers contributing food items, or it was suggested to ask locations/food vendors in town to donate or match items purchased for the meeting. Lois & Merry will work with a few owners to finalize food details.
4. Board Self-Assessment Data
    - a. Discussion: Reviewed aggregated data collected from self-assessments in June.
    - b. Outcome: Identified some areas of work, and discussed ways to improve on those scores.
      - i. Agreed that both work sessions and board meetings should have a 90 minute limit, and discussed trying timekeeping at meetings for individual agenda topics.
      - ii. Recommended creating checklist templates for future annual meetings and other large projects so tasks are more easily organized in a single location rather than spread across multiple agendas.
      - iii. Discussed the pros/cons of restructuring the Work Sessions as second Board Meetings to allow the board to vote on topics in the moment rather than having to postpone those topics until the next regular board meeting and putting them on the agenda a second time. This will be discussed and voted on at the October board meeting.
    - c. Assignments: Casey & Shara will be responsible for trying timekeeping at the next few meetings to see how it affects the group's time management. Shara will create a task list for Annual Meetings and create a template checklist for larger projects.

### New Business

5. Review Logo
  - a. Discussion: Reviewed the final round of logo options from Chelsey Jo Johnson.
  - b. Outcome: Identified final tweaks/options we'd like to see before approval of the updated logo.
  - c. Assignments: Shara will email all requested changes to Chelsey after the Marketing Team meeting, and once received will email the options to the board, Lydia, and Merry to vote on.
6. Prepare for Direct Employment
  - a. Discussion: The cooperative will need to develop the policy and legal filings for directly employing people. This will prepare us for hiring store staff in addition to CIC staff.
  - b. Outcome: Delegated a few tasks necessary to research and complete the paperwork/filings necessary to establish FRFC as a legal employer.
  - c. Assignments: Garrett will do research on different options related to hiring an employment firm to manage our employment for CIC & GM to start with vs us directly employing them. Lois will talk to the accountant about employment considerations during their next meeting.
7. Upcoming Meetings and announcements:
  - a. Regular Board Meeting on Tuesday, October 18th, 6:00 pm at Oak Hill Assisted Living
  - b. Annual Meeting on Tuesday, October 25th at the Reif Center
  - c. Book Club on Thursday, October 27th at the YMCA
  - d. Policy Review: D3, D4 (Garrett)

Meeting adjourned at: 7:54pm

### Postponed Discussion Topics:

Approved by Board Chair, Brandon Otway

Signature: \_\_\_\_\_ Date: \_\_\_\_\_.