

FREE RANGE FOOD CO-OP – Board Meeting Minutes

April 6, 2023

Page 1 of 2

Directors: Tom Connolly, Casey Dabrowski, Shara Dabrowski, Garrett Holl, Brandon Otway, Ellen Smilanich, Lydia Williams

Staff: N/A

Absent: Lois Bendix

Guests: Becky LaPlant

Late arrivals/early departures: None

Call to Order: Casey called the meeting to order at 6:45pm.

1. Welcome and Introductions
2. Additions/Deletions to the agenda:
 - a. This agenda has 81 minutes scheduled.
 - b. There are 9 extra minutes for a closed session or topic extensions/additions.
3. Public comment acknowledgement: Becky and Casey met this week with representatives from Woodland Bank and First National Bank of Coleraine. Becky commented that they received good feedback from them regarding progress and community connections made by the co-op so far.
4. Outstanding Tasks:
 - a. Mostly BD team policy updates/drafts to be made
5. Co-op Correspondence: None
6. Team Check-ins:
 - a. Board Development: Meeting next week to work on some of the outstanding items.
 - b. Business Plan: No updates.
 - c. Community Investment Campaign: The offering memorandum for the campaign has been submitted to consultant Katie Novak for her review.
 - d. Finance: No updates.
 - e. GM Search: No updates.
 - f. Marketing: Met last night, beginning to work on CIC-related materials.
 - g. Owner Engagement: Job descriptions for current volunteer roles are done, working on future needed roles now. The team assembled kits for the Children's Fair on April 29th.
 - h. Site Selection: Brandon received a response from Seven Roots Group regarding their proposed contract. The board will need to discuss this more but the highlights are that travel will cost extra beyond their proposed rate at an estimated \$1,000-\$1,500. They do not charge hourly, but rather based on a percent completion rate for each 'phase' of work completed. This means we can communicate as much as needed during each stage to ensure accurate completion of the tasks without being concerned with hourly charges adding up with each email or phone call.
 - i. Assignments: Brandon will forward the response email to the board for further review.
7. **Old Business**
 - a. Grasshopper VOIP System
 - i. Discussion: Status update on getting this system paid for and set up for OE team to use
 - ii. Outcome: The subscription is paid for and partially set up. The co-op will now have a local Grand Rapids phone number! Garrett is still working through options and features to make sure all call forwarding/email notifications of voicemails are set up properly. Once ready, the OE and CIC teams will have a group training session with Garrett.
 - iii. Assignments: None
 - b. Square Terminal
 - i. Discussion: Status update on purchase of Square Terminal device.
 - ii. Outcome: Terminal has been purchased. Garrett is finalizing the settings, including linking to our bank account to process payments received. Ownership payment plan

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Page 2 of 2

options with this will now be 4 automatic payments of \$25, spread over a 6-week time span. Once it is set up and ready to use, Garrett and Ellen will work together to draft a how-to guide for volunteers prior to the end of June.

iii. Assignments: None

c. Partial Payments/Ownership Application Process

i. Discussion: Status update on ability to make partial payments and cancel Jotform.

ii. Outcome: No updates made yet. Garrett suggests switching all online store purchases to be linked with the Square Store, using the same platform as the new Square Terminal. This will allow purchases and merchandise inventory to be tracked and reported within the same system. More research is still needed on options for ownership purchases since we'll need them to fill out an application along with their purchase and want to make that process as easy as possible. We will have the ability for owners to sign up for automatic payments with the 4-pay plan over 6 weeks through the Square Terminal.

iii. Assignments: None

8. New Business

a. CIC Update & Timeline

i. Discussion: Reviewed the pro forma with Katie Novak at the CIC meeting with a couple different scenarios related to campaign offering options. Gave an overview of the campaign progress to make sure the board is all on the same page regarding the campaign timeline and direction.

ii. Outcome: Briefly reviewed timelines for the campaign. Based on this information with a tentative CIC launch date of September 15th, we would need to secure a site with a letter of intent and start the campaign coordinator hiring process by the end of May. Directors were made aware that the draft Request For Proposal (RFP) for the Campaign Coordinator position was drafted by Becky and is ready for board review. We also identified that our current financial pro forma is based on the remodeling of an existing building shell. We need to ask Don Moffitt to provide another pro forma option reflecting costs for a new build, so we can compare the two possibilities.

iii. Assignments:

1. Casey will email Brandon with updates identified during the CIC meeting to include in his email to Don.
2. Brandon will email Don Moffitt to request a new version of the pro forma reflecting a new build, including the info provided by Casey. Once the meeting is scheduled the invite will be sent to the full board to attend if they are able.
3. Shara will email the RFP document link to the board for everyone to review prior to April 17th. Becky will then update and submit it back for final approval.

9. Upcoming Meetings and announcements:

a. Second board meeting on Thursday, April 20, 6:30 pm at Oak Hill Assisted Living

b. Policy Review: B, B1 (Casey)

10. Closed session for site selection discussion: Not needed.

MOTION to adjourn at 7:45pm made by Tom. Ellen seconded. Motion carried.

Postponed Discussion Topics: None

Approved by Board Chair, Brandon Otway

Signature: _____ Date: _____

Prepared by Records Officer Shara Dabrowski on April 7th, 2023