

FREE RANGE FOOD CO-OP – Board Meeting Minutes

May 18, 2023

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Directors: Lois Bendix, Casey Dabrowski, Shara Dabrowski, Garrett Holl, Brandon Otway, Ellen Smilanich, Lydia Williams

Staff: N/A

Absent: Tom Connolly

Guests: None

Late arrivals/early departures: None

Call to Order: Brandon called meeting to order at 6:38 pm

1. Welcome and Introductions
2. Additions/Deletions to the agenda:
 - a. This agenda has 90 minutes scheduled.
 - b. There are 0 extra minutes for a closed session or topic extensions/additions.
3. Public comment acknowledgement: No comments
4. Consent agenda:
 - a. 4/6 and 4/20 meeting minutes
 - b. Board Development team report - No meeting
 - c. Business Plan team report - none submitted
 - d. Community Investment Campaign team report - 5/1 and 5/15
 - e. Financial Statements - none submitted
 - f. Grants team report
 - g. Marketing team report - No meeting
 - h. Owner Engagement team report - none submitted
 - i. Site Selection team report - none submitted

MOTION to approve the Consent Agenda with no additions or deletions made by Casey. Shara seconded. Motion carried.

5. Policy review
 - a. B2 - Planning & budgeting
 - b. B3 - Asset Protection
 - c. Quarterly review of Procedural Expectations
 - i. Assignments: BD team will update Procedural Expectations section 2.1 re: strategic plan review/updating will begin in April, with the new plan adopted at the last meeting in June.
6. Review Annual Calendar
7. Events Calendar Review
8. Finance Report
9. Team Check-ins:
 - a. Board Development: no updates
 - b. Business Plan: Tom has joined this team to help Merry and Shara.
 - c. Community Investment Campaign: Tom has joined this team as well.
 - d. Finance: Grants team meets next week to draft answers to standard application questions.
 - e. Marketing: no updates
 - f. Owner Engagement: Restructuring is almost complete, working on finding event volunteers.
 - g. Site Selection: no updates

10. Old Business

- a. Grasshopper VOIP system
 - i. Discussion: Status update on getting this system set up for OE team to use
 - ii. Outcome: System is set up and ready to use. To use it, each person gets added as a user with their email address and then it will send them a link to set up the account they need to make calls through the system. Ellen will create the instructions for volunteers.

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- iii. Assignments:
 - 1. Garrett will send email invites to all directors, with Ellen as an Admin.

- b. Partial payments/ ownership application process
 - i. Discussion: Status update on ability to make partial payments online.
 - ii. Outcome: Reviewed information again, and it was brought to our attention that only 1 person in the last year has opted for the payment plan. Many owners in prior years who opted to make payments have still not finished paying even after receiving multiple monthly invoices. In order to make new owner processing and invoicing procedures as easy as possible, the board opted to remove the partial payment option at this time since it is not being utilized and would require more work to set up the auto-payment option.
 - iii. Assignments:
 - 1. Garrett will remove all website references to the partial payment option.
 - 2. Shara will update the ownership app to remove the partial payment option.
 - 3. BD team will draft a policy stating ownerships can only be paid in full at the time of application.

- c. CIC Coordinator RFP
 - i. Discussion: Reviewed updated Request for Proposal for campaign coordinator position.
 - ii. Outcome: Slight wording edits needed in timeline, otherwise is ready to advertise.
 - 1. **MOTION** to approve the Community Investment Campaign Request for Proposal as amended made by Garrett. Ellen seconded. Motion carried.
 - iii. Assignments:
 - 1. Shara will edit the timeline wording on the RFP to reflect anticipated start date.

11. New Business

- a. 7/1/23 - 6/30/24 Fiscal Year Strategic Plan
 - i. Discussion: Reviewed Strategic Plan goals prior to adoption in June.
 - ii. Outcome: A few updates needed on Campaign and Business Plan sheets, otherwise they are ready to adopt.
 - iii. Assignments:
 - 1. Shara will update the CIC sheet in the preparation section to reflect deadlines prior to Silent Phase, update the budget on the business plan sheet, and compile the sheets into a complete document.

- b. 7/1/23 - 6/30/24 Fiscal Year Budget
 - i. Discussion: Reviewed budget draft prior to adoption in June.
 - ii. Outcome: Current operations budget is around \$20,000. Several items are still blank because costs are unknown, and they will need to be researched and completed along with trimming costs everywhere we can for this next year.
 - iii. Assignments:
 - 1. Everyone should review the comparison of last year's costs to this year's proposed budget, and comment on pieces they are involved with.
 - 2. Shara will research options for lowering the number of radio ads.
 - 3. Shara will research motion language from the outstanding outreach coordinator funds to see what it was earmarked for and how it might fit into this budget cycle.

- c. Owner Appreciation Picnic
 - i. Discussion: Date is Thursday, July 13th at 5:00pm for all owners, at Gunn Park.
 - ii. Outcome: Informational

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- d. FRFC Emails for Volunteers
 - i. Discussion: Volunteers have indicated they do not want to use their personal email to handle co-op correspondence. Discussed options for volunteers creating their own .frfc@gmail accounts.
 - ii. Outcome: Decided to allow all volunteers responsible for sending correspondence on behalf of FRFC to use the existing volunteer.frfc email address. Anyone who needs it for event or volunteer coordination or other volunteer-related communications will be given the login information to use it directly. This will allow volunteers to not have to use their personal emails, while allowing the board to monitor communications if any issues arise. OE team has permission to give login details for only that email address to individual volunteers who need access.
 - iii. Assignments: None
- e. Highway Cleanup
 - i. Discussion: Spring highway cleanup date is Saturday, June 3rd at 10am. Marketing will advertise on social media. Discussed the possibility of canceling this contract since we've had lower than expected owner participation, but opted to keep it in place since we already have the road signs up and it may be a more popular volunteer opportunity in the future when the store is open.
 - ii. Outcome: Informational only

12. Upcoming Meetings and announcements:

- a. First board meeting: June 1 at 6:30 pm at Oak Hill Assisted Living
- b. Second board meeting: June 15 at 6:30 pm at Oak Hill Assisted Living

13. Closed session for site selection discussion if needed

14. **MOTION** to adjourn at 8:20 made by Shara. Lois seconded. Motion carried.

Postponed Discussion Topics:

Approved by Board Chair, Brandon Otway

Signature: _____ Date: _____.