

FREE RANGE FOOD CO-OP – Board Meeting Minutes

August 17, 2023

Page 1 of 2

Directors: Lois Bendix, Tom Connolly, Casey Dabrowski, Shara Dabrowski, Ellen Smilanich, Lydia Williams

Staff: N/A

Absent: Garrett Holl, Brandon Otway

Guests: Shari Cole, Anna Johnson, Tina White

Late arrivals/early departures: None

Call to Order: Casey called meeting to order at 6:01pm

1. Welcome and Introductions
2. Additions/Deletions to the agenda:
 - a. This agenda has 90 minutes scheduled.
 - b. There are no extra minutes for a closed session or topic extensions/additions.
3. Public comment acknowledgement: No comments
4. Consent agenda:
 - a. July meeting minutes 7/6 and 7/20
 - b. Board Development team report - none submitted
 - c. Business Plan team report - none submitted
 - d. Community Investment Campaign team report - none submitted
 - e. Financial Statements
 - f. Marketing team report - 8/2
 - g. Owner Engagement team report - 7/18
 - h. Site Selection team report - none submitted

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

5. Policy review
 - a. B-7 Communication to Board
 - b. B-8 Board Logistical Support
6. Review Annual Calendar
 - a. Reminder to update the strategic plan goals with any notes prior to review at the 9/21 meeting.
7. Events Calendar Review
8. Finance Report
 - a. No report this month as the financial procedures are currently being updated.
9. Team Check-ins:
 - a. Board Development: Meeting again next week.
 - b. Business Plan: Anna is connecting Tom & Shara with a representative from CEDA (Community and Economic Development Associates) regarding their assistance with finalizing the plan.
 - c. Community Investment Campaign: Meeting next week with Katie and someone who is interested in potentially applying for the CIC Coordinator position.
 - d. Finance: Updates provided later in the meeting.
 - e. Marketing: Continuing discussion on CIC materials.
 - f. Owner Engagement: In the middle of the Fair, which is going well. Tall Timber Days was a success. Party in the Park & Remer Harvest Festival both took place on the same day. It was difficult to divide up materials & volunteers to attend both. It was noted that volunteers still need more training in using the Grasshopper system as it isn't as user-friendly as we'd initially hoped.
 - g. Site Selection: Waiting for the full report from Seven Roots following the last board meeting when we met with them to begin store design discussions.

FREE RANGE FOOD CO-OP – Board Meeting Minutes

August 17, 2023

Page 2 of 2

10. Old Business

- a. None

11. New Business

- a. Meet our new bookkeeping/accounting team
 - i. Discussion: Welcome to Shari Cole and Tina White, new volunteers on our Finance Team! They both have vast experience in all things finance-related and are eagerly jumping in to begin learning about and improving the co-ops financial processes. Tina will also be attending the Up and Coming Conference in September.
 - ii. Outcome: Shari has already identified some needed changes to the bookkeeping procedures to make it easier to maintain and review. Tina is working through reconciling the records for all classes of shares. Both Shari and Tina are committed to helping improve board financial literacy.
 - iii. Assignments: None

- b. Board Assessments
 - i. Discussion: Reviewed the results of the board assessment using the spreadsheet Garrett created to compile/analyze the responses.
 - ii. Outcome: Identified the need for increased assistance to new directors during the onboarding process. Primarily by helping them get signed up to access the FCI QuickStart series, setting check-in deadlines to ensure completion of the series, and scheduling group work among all new directors or including current directors as needed in order to encourage a more collaborative learning experience.
 - iii. Assignments:
 - 1. BD Team: Note on the onboarding material to assist with access to QuickStart for all new directors, and provide options for group completion of the series.

- c. Annual Meeting
 - i. Discussion: The annual meeting is on October 24th. Reviewed & assigned tasks to make it a successful event for owner education and engagement.
 - ii. Outcome: Updated information and assignments on the Annual Meeting Planning document.
 - iii. Assignments:
 - 1. All: Complete tasks as assigned on the Annual Meeting Planning document.

12. Upcoming Meetings and announcements:

- a. First board meeting: September 7th at 6:30 pm at Oak Hill Assisted Living
- b. Second board meeting: September 21st at 6:30 pm at Oak Hill Assisted Living

13. Closed session for site selection discussion: not needed

14. MOTION to adjourn at 8:02 made by Lydia. Lois seconded. Motion carried.

Postponed Discussion Topics:

Approved by Board Chair, Brandon Otway

Signature: _____ Date: _____.