

FREE RANGE FOOD CO-OP – Board Meeting Minutes

September 7, 2023

Page 1 of 2

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

Staff: N/A

Absent: None

Guests: Anna Johnson, Joyce Peraaho, Lisa Randall, Tina White

Late arrivals/early departures: None

Call to Order: Brandon called meeting to order at 6:30pm

1. Welcome and Introductions
2. Additions/Deletions to the agenda:
 - a. This agenda has 93 minutes scheduled.
 - b. There are 0 extra minutes for a closed session or topic extensions/additions.
3. Public comment acknowledgement: No comments
4. Outstanding Tasks:
 - a. Reviewed
5. Co-op Correspondence: Three new ownership applications were received in the mail plus two new owners joined at Bovey Farmers Day!
6. Team Check-ins:
 - a. Board Development: Will be getting election materials ready.
 - b. Business Plan: Lisa Randall attended the meeting tonight on behalf of CEDA (Community and Economic Development Associates) to learn more about the co-op in order to assist with completion of the business plan.
 - c. Community Investment Campaign: Met with Katie Novak and potential CIC Coordinator, and Becky and Casey met again in person with the potential Coordinator to answer additional questions.
 - d. Finance: Tina has reconciled our Class C Shares and is working through A and B Shares next.
 - e. Marketing: Jackie has resigned from the team. Angela will be taking over the leadership role.
 - f. Owner Engagement: Bovey Farmers Day went well. The co-op received an invitation to attend the Indigenous People's Day celebration so we'll be having our booth set up there in October.
 - g. Site Selection: Discussing the report from seven roots at tonight's meeting.

7. Old Business

- a. Approving ownership rights for business or organizations
 - i. Discussion: This particular topic might be better suited to waiting for a future date to discuss, as it isn't directly related to the work needed to get the store open.
 - ii. Outcome: **MOTION** to table the discussion about ownership rights for businesses for future consideration made by Casey. Ellen seconded. Motion carried.
 - iii. Assignments: None
- b. Square and Ownership Application Format
 - i. Discussion: The ownership application needs to be converted away from JotForm so money can be collected through Square.
 - ii. Outcome: Garrett is already working on setting up the new app to allow use of SquareSpace built-in web forms and link it to Square Terminal payment options.
 - iii. Assignments: None
- c. Up & Coming Conference
 - i. Discussion: The conference is on September 14-16. Attendees are coordinating with each other regarding travel dates/times and room assignments. The reservation is for 3 rooms now instead of 4.
 - ii. Outcome: Informational only

FREE RANGE FOOD CO-OP – Board Meeting Minutes

September 7, 2023

Page 2 of 2

iii. Assignments: None

d. Review Annual Meeting details

i. Discussion: Reminder to review the 2023 Annual Meeting Planning document & add your notes to tasks you are assigned to.

ii. Outcome: Reminder only

iii. Assignments: None

8. New Business

i. None

9. **MOTION** to go to a closed session at 6:56 pm to review the site feasibility report from Seven Roots made by Garrett. Casey seconded. Motion carried.

a. Discussion: Seven Roots feasibility report reviewed the 7 total sites that they toured while they were in Grand Rapids. The report narrowed the in-depth review to the top 3 sites, and the remaining 4 were eliminated from the list of possibilities due to their incompatibility with our needs.

b. Outcome: The report gave a recommendation for the top potential location based on site size and characteristics, but a few tweaks are needed to refine the concept drawing details before a final decision is made. The updates to the report will be available to the board for review no later than the October 5th board meeting date, where next steps will be decided.

10. **MOTION** to call the meeting back to order at 8:15 pm made by Casey. Lois seconded. Motion carried.

11. Upcoming Meetings and announcements:

a. Second board meeting on Thursday, September 21st, 6:30 pm at Oak Hill Assisted Living

b. Policy Review: D, D1, D2 (Ellen)

c. We will assign the 2024 Board Calendar creation at the next meeting, review the Strategic Plan, and review the annual meeting plans

12. Closed session for site selection discussion if needed

MOTION to adjourn at 8:16 pm made by Casey. Lydia seconded. Motion carried.

Postponed Discussion Topics:

Approved by Board Chair, Brandon Otway

Signature: _____ Date: _____.