

FREE RANGE FOOD CO-OP – Board Meeting Minutes

October 5th, 2023

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

Staff: N/A

Absent: None

Guests: Tina White

Late arrivals/early departures: Tom Connolly arrived at 6:45pm.

Call to Order: Brandon called meeting to order at 6:31pm

1. Welcome and Introductions
2. Additions/Deletions to the agenda:
 - a. This agenda has 86 minutes scheduled.
 - b. There are 4 extra minutes for a closed session or topic extensions/additions.
3. Public comment acknowledgement: No comments
4. Outstanding Tasks:
 - a. Focus on annual meeting, capital campaign, and election tasks
5. Co-op Correspondence: None
6. Team Check-ins:
 - a. Board Development: Ellen will be contacting an owner who is interested in applying to be appointed to an open board position.
 - b. Business Plan: No updates
 - c. Community Investment Campaign: CIC Coordinator letter will be discussed during this meeting.
 - d. Finance: Will have the first quarter financials in their new format ready for the Oct 19th meeting.
 - e. Marketing: Has finalized and is ordering new rack cards to replace brochures. Also ordering new merchandise of iron-on patches and bumper stickers.
 - f. Owner Engagement: Organizing callers to invite other owners to the annual meeting. Will be attending the Indigenous People's Day celebration in Grand Rapids.
 - g. Site Selection: LOI will be discussed in closed session.

7. Old Business

- a. Review Annual Meeting Tasks
 - i. Discussion: Reviewed and discussed current needs, presentation order and activity.
 - ii. Outcome: There are a number of items still needed, many of which are in process.
 - iii. Assignments:
 1. Shara will update the Meeting Planning spreadsheet and email it out.
- b. Review of Board Assessments
 - i. Discussion: Continued reviewing the data from the board assessments that were completed this summer.
 - ii. Outcome: Reiterated the need to improve the director onboarding processes and decided to use that as a benchmark goal for board improvement during this fiscal year.
 - iii. Assignments:
 1. BD team will add this goal onto their strategic plan.
- c. Get Fit Donation
 - i. Discussion: We have received the promised \$15,000 donation from an owner to cover the cost of hiring Seven Roots for our site feasibility work.
 - ii. Outcome: Informational
 - iii. Assignments: None

8. New Business

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- a. Campaign Coordinator Update
 - i. Discussion: After a couple meetings with the CIC team, we have received a proposal letter from an owner expressing her interest in the CIC Coordinator position.
 - ii. Outcome: Reviewed the letter and will draft a proposed contract to negotiate with the applicant.
 - iii. Assignments:
 1. Casey will follow up with the applicant to let her know we will be drafting a proposed contract based on the information she provided.
 2. Casey will email Ellen the RFP details to use as a base from which to draft the contract language.

9. Upcoming Meetings and announcements:
 - a. Second board meeting on Thursday, October 19th, 6:30 pm at Oak Hill Assisted Living
 - b. Policy Review: D3 and D4 (Brandon)
 - c. Annual meeting will take place at Bryndlewood Gardens on October 24th, social beginning at 5:00 pm, meeting beginning at 6:30 pm.

10. **MOTION** to move to closed session for site selection discussion at 7:55pm made by Shara. Garrett seconded. Motion carried.
 - a. Discussion: **MOTION** to approve submission of the Letter of Intent as amended to the landowner made by Casey. Lydia seconded. Motion carried.
 - b. **MOTION** to end the closed session and resume the public meeting at 8:15pm made by Shara. Lydia seconded. Motion carried.

MOTION to adjourn at 8:15pm made by Ellen. Garrett seconded. Motion carried.

Postponed Discussion Topics:

Approved by Board Chair, Brandon Otway

Signature: _____ Date: _____.