

FREE RANGE FOOD CO-OP – Board Meeting Minutes

October 19, 2023

Page 1 of 2

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

Staff: N/A

Absent: Tom Connolly, Garrett Holl

Guests: Angela Edel, Tina White

Late arrivals/early departures: None

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 >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. September meeting minutes - 9/7, 9/21
 - b. Board Development team report - 10/12
 - c. Business Plan team report - none
 - d. Community Investment Campaign team report - 10/16
 - e. Financial Statements - July, August, September
 - f. Marketing team report - 10/4
 - g. Owner Engagement team report - 10/19
 - h. Site Selection team report - none

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

5. Policy review
 - a. D3: Delegation to the General Manager
 - b. D4: Monitoring General Manager Performance
6. Review Annual Calendar
 - a. Note that the first meeting in November will include election results approval, officer appointment, code of conduct and charter signing.
7. Events Calendar Review
 - a. Indigenous People's Day celebration was not very well attended. Next events in November are the Snowflake Bazaar at the YMCA and putting together the basket for their auction.
8. Finance Report
9. Team Check-ins:
 - a. Marketing Team: new rack cards, bumper stickers and patches have arrived.
10. **Old Business**
 - a. Review annual meeting plan
 - i. Discussion: Reviewed presentation order and needs.
 - ii. Outcome: Directors and all volunteers with food should arrive at Bryndlewood by 4pm.
 - iii. Assignments:
 1. Brandon will send the bus contract to Shara to sign and pay for.
 - b. Seven Roots Communication
 - i. Discussion: Seven Roots communicated that the scope of work they did for site

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Page 2 of 2

feasibility came in less than quoted, and they gave us some options on what we could do with the balance. They also sent an invoice for our portion of the travel expenses for their visit to Grand Rapids to visit the sites in person.

- ii. Outcome: Decided to just pay the travel expenses as invoiced, rather than pay the higher initial quoted cost and maintain a credit on file for future work.
- iii. Assignments:
 - 1. Brandon will send Shara the travel expense invoice. Shara will pay it and submit it to Get Fit Itasca for reimbursement.

11. New Business

- a. Up & Coming review
 - i. Discussion: Heard from Up & Coming Conference attendees Tina, Angela, Casey, Ellen and Lydia.
 - ii. Outcome: They shared their top/most important takeaways for the rest of the board to consider during the next steps of co-op organization and store opening. Notes from attendees can be found in the Up & Coming folder in the Board of Directors drive.
 - iii. Assignments:
 - 1. Tina created a document with common co-op financial term definitions. Casey will house this in the Pro Forma folder and ensure it is included in new director onboarding materials.

12. Upcoming Meetings and announcements:

- a. Annual meeting of owners: October 24th, 5:00 pm (social/meal) and 6:30 pm (meeting) at Bryndlewood Gardens
- b. First board meeting: November 2nd at 6:30 pm at Oak Hill Assisted Living
- c. Second board meeting: November 16th at 6:30 pm at Oak Hill Assisted Living

13. Closed session for site selection discussion: not needed

14. **MOTION** to adjourn at 8:17pm made by Casey. Ellen seconded. Motion carried.

Postponed Discussion Topics:

Approved by Board Chair, Brandon Otway

Signature: _____ Date: _____