

## FREE RANGE FOOD CO-OP – Board Meeting Minutes

November 16, 2023

Page 1 of 2

Directors: Tom Connolly, Casey Dabrowski, Shara Dabrowski, Lynn Gannon, Ellen Smilanich, Tina White, Lydia Williams

Staff: N/A

Absent: Brandon Otway

Guests: Angela Edel

Late arrivals/early departures: Garrett Holl arrived at 7:10pm.

Call to Order: Ellen called meeting to order at 6:36pm

1. Welcome and Introductions
2. Additions/Deletions to the agenda:
  - a. This agenda has 57 minutes scheduled.
  - b. There are 33 extra minutes for a closed session or topic extensions/additions.
3. Public comment acknowledgement: No comments
4. Consent agenda:
  - a. October meeting minutes
  - b. Board Development team report - none
  - c. Business Plan team report - none
  - d. Community Investment Campaign team report - none
  - e. Financial Statements - 2023 1031 Financials
  - f. Marketing team report - 11/1/23
  - g. Owner Engagement team report - none
  - h. Site Selection team report - none

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

5. Policy review
  - a. Review C – Global Governance Commitment
  - b. Review C5 – Code of Conduct (will be read during the New Business section)
  - c. Quarterly Review- Procedural Expectations
6. Review Annual Calendar
  - a. Reminder: the December meeting dates were bumped ahead in order to not have a meeting right before Christmas weekend. The December meeting dates are technically on November 30th and December 14th.
7. Events Calendar Review
8. Finance Report
  - a. The report will be updated to reflect correct categorization of Promotional Materials from October. The reimbursement check from Get Fit has been received and will be reflected on next month's report. Tina is working with Anna to get reporting procedures in place to keep us informed of our Get Fit balance.
9. Team Check-ins
  - a. Board Development: Casey will be rotating off, and Lynn will be joining this team.
  - b. Marketing: Angela is doing a great job as the lead of this team!
10. **Old Business**
  - a. CIC Update re: Campaign Coordinator
    - i. Discussion: Ellen is in the process of drafting the contract proposal and will bring it to the CIC team for review before full board approval and discussion with the applicant.
    - ii. Outcome: Informational
    - iii. Assignments: None

## 11. **New Business**

**FREE RANGE FOOD CO-OP – Board Meeting Minutes**

**November 16, 2023**

Page 2 of 2

- a. Sign Board Charter
  - i. Discussion: Reviewed the Board Charter as a group.
  - ii. Outcome: Identified two needed updates to the charter.
  - iii. Assignments:
    - 1. Shara will make updates and bring it to the Nov 30th meeting for all to sign.
  
- b. Select 2024 meeting dates
  - i. Discussion: Reviewed proposed meeting dates and tasks for the next calendar year.
  - ii. Outcome: Identified a few needed updates which Tom did at the meeting. The calendar will be brought to the Nov 30th meeting for final approval.
  - iii. Assignments: None
  
- c. Sign Code of Conduct
  - i. Discussion: Reviewed Policy C-5: Code of Conduct
  - ii. Outcome: Signed Code of Conduct
  - iii. Assignments:
    - 1. Shara will send a copy to Brandon and Tina to sign.
    - 2. Board Development team will make minor language improvements identified during review.
  
- d. Review of Board meeting documents
  - i. Discussion: Agenda document, Director Calendar (aka Annual Calendar)
  - ii. Outcome: Postponed - much of this material will be reviewed during the Mentorship process with new directors.
  - iii. Assignments: None

12. Upcoming Meetings and announcements:

- a. First board meeting: November 30 at 6:30 pm at Oak Hill Assisted Living
- b. Second board meeting: December 14 at 6:30 pm at Oak Hill Assisted Living

13. Closed session for site selection discussion: not needed

14. **MOTION** to adjourn at 8:01pm made by Lydia. Casey seconded. Motion carried.

Postponed Discussion Topics:

Approved by Board Chair, Brandon Otway

Signature: \_\_\_\_\_ Date: \_\_\_\_\_.