

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

December 14, 2023

Page 1 of 3

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

Staff: N/A

Absent: None

Guests:

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 69 minutes scheduled.
  - b. There are 21 extra minutes for a closed session or topic extensions/additions.
  - c. Ellen proposed removing New Business item 11.a. As it was added in error. Topic removed.

3. Public comment acknowledgement: No comments

4. Consent agenda:
  - a. 11/30 meeting minutes
  - b. **Board Development** team report - 12/7
  - c. **Business Plan** team report - 12/1
  - d. **Community Investment** Campaign team report - 11/20, 12/4
  - e. **Financial** Statements 11/30
  - f. Marketing team report - none submitted
  - g. Owner Engagement team report - none submitted
  - h. Site Selection team report - none submitted

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

5. Policy review
  - a. C1 – Governing Style
  - b. C2 – The Board's Job
  - c. C3 – Agenda Planning

6. Review Annual Calendar
  - a. Ellen will add the 2024 meeting dates to the website calendar.

7. Events Calendar Review
  - a. A few FRFC owners attended the YMCA dinner, where our donated basket was well received. It was a fun event.
  - b. Brandon & Angela staffed our booth at the Chamber Taking Care of Business event. It was well attended and good conversations were had with other businesses in attendance.

8. Finance Report
  - a. We had eight new owners last month and some merchandise sales. The reimbursement for Seven Roots' work has been received from Get Fit Itasca.

9. Team Check-ins
  - a. Business Plan - Tom met with Nichole Arbour, he emailed an update to the whole board.
  - b. CIC - The offering doc is ready for board review, Shara will email it out.
  - c. Site Selection - The updated LOI was submitted but the team is still waiting for a response.

**10. Old Business**

- a. CIC Coordinator Contract
  - i. Discussion: Drafted contract was reviewed by the team and the applicant.
  - ii. Outcome: The applicant emailed the CIC leads to rescind their offer of acceptance of the contract due to time constraints with their personal schedule. The contract document is ready to use once the board decides how to proceed with finding a new candidate for the Coordinator position.
  - iii. Assignments: None

**11. New Business**

- a. ~~Approve Strategic Plan~~ Topic removed.
- b. Community Investment Campaign
  - i. Discussion: The CIC silent phase will need the board to fully participate in investing before going public.
  - ii. Outcome: The team encouraged the directors to start thinking about how and what they would like to commit to it.
  - iii. Assignments: None
- c. Update on Director Onboarding Program
  - i. Discussion: The onboarding program has been updated. The checklist now includes logistical tasks and the more standard training/educational items. In addition, those items will be handled more centrally within the BD team rather than requiring each mentor to be responsible for all of the items. For the 2023 new directors Tina and Lynn, Shara has already completed many of the logistical tasks as well as some training, Ellen will deliver most of the other training items (or will ensure they get done), and the mentors will now be expected to check in with the mentee periodically as well as serve as a resource contact when their mentee has questions. The benefits to this change is to reduce the burden on the mentors as well as provide a more standard and efficient process.
  - ii. Outcome: Brandon has been assigned as Lynn's mentor, and Shara as Tina's.
  - iii. Assignments: None
- d. Team updates & reports accountability
  - i. Discussion: The topic of accountability and timeliness of team reports/updates was brought up at the 11/30 meeting.
  - ii. Outcome: Reviewed the current procedure for outlining team updates at the first meetings, and submitting team reports at the second meeting. Discussed and decided on some new expectations/deadlines as follows:
    - 1. Agenda Topics added to spreadsheet deadline: 1 week before meeting
    - 2. Agenda create & emailed to board deadline: Sunday before the meeting
      - a. Once the agenda is emailed out, any additions or deletions before the meeting need a notice emailed to the full board so everyone knows the agenda has changed.
    - 3. Consent Agenda Team Reports deadline to be approved at 2nd monthly meeting: 1 week before meeting
      - a. Reports prepared within 1 week of the meeting should be added to the next month's 2nd meeting folder for approval on the next consent agenda.
    - 4. Team check-in expectation at 1st monthly meeting: If the lead of any team cannot attend the board meeting to provide an update themselves, they are responsible for ensuring that a team member at the meeting is prepared to give the updates

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

**December 14, 2023**

Page 3 of 3

(even if it's as simple as confirming that there are no team updates).

iii. Assignments: None

e. Grant Writer Discussion

1. Discussion - Tina asked for board feedback regarding her reaching out to John Connelly about any interest he might have in helping us write grants, or what his costs would be. As an experienced grant writer, he may be able to help us with larger/more complex grant opportunities.
2. Outcome - Everyone fully approves of Tina connecting with Becky and John to schedule a meeting in January.
3. Assignments: None

12. Upcoming Meetings and announcements:

- a. First board meeting: January 4 at 6:30 pm at Oak Hill Assisted Living
- b. Second board meeting: January 18 at 6:30 pm at Oak Hill Assisted Living

13. Closed session for site selection discussion: not needed

14. **MOTION** to adjourn at 7:46pm made by Casey. Lynn seconded. Motion carried.

Postponed Discussion Topics:

Approved by Board Chair, Brandon Otway

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