

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

November 30, 2023

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

Staff: N/A

Absent: Brandon Otway

Guests: Becky LaPlant (Left at 6:45pm)

Late arrivals/early departures: Garrett Holl arrived at 6:55pm

Call to Order: Ellen called meeting to order at 6:32pm

1. Welcome and Introductions
2. Additions/Deletions to the agenda:
  - a. This agenda has 75 minutes scheduled.
  - b. There are 15 extra minutes for a closed session or topic extensions/additions.
  - c. Shara proposed discussing New Business item 8.a first in the Public Comment Acknowledgment time slot, so Becky could leave the meeting after her update.
3. Public comment acknowledgement:
  - a. New Business item 8.a: Paul Bunyan Meeting
    - i. Discussion: Becky LaPlant provided an update about the conversation between herself, Brandon, Isaac, and Paul Bunyan CEO Gary Johnson and Marketing Supervisor Brian Bissonette regarding opportunities that can be leveraged in a partnership with them.
    - ii. Outcome: It was an inspiring conversation and they are excited about the opportunity to model cooperative values and assist FRFC in a number of ways including 1) free production and airtime of promotional video that can be leveraged on our social media, 2) possible gap funding of up to \$80K and 3) event sponsorships. A small donation under \$500 is also an option as is possible assistance with federal grants.
    - iii. Assignments: None
4. Outstanding Tasks:
  - a. A few policy tasks still remain but several were reviewed at this meeting.
5. Co-op Correspondence: None
6. Team Check-ins:
  - a. Board Development: Improving the new director onboarding structure is still in progress. Mentors will be assigned to new directors very soon.
  - b. Business Plan: Tom will be connecting with Nichole Arbour from IEDC in the first week of December to discuss plan assistance.
  - c. Community Investment Campaign: Finalizing the CIC Coordinator Contract to discuss with Susan. The Offering Doc has been sent to Katie Novak for her final review prior to sending it to the lawyer.
  - d. Finance: Tina will be meeting with Anna in December to discuss Get Fit balance reporting.
  - e. Marketing: New tabling display items have been received, and the new merchandise has been added to the online store.
  - f. Owner Engagement: No updates; not meeting again until January.
  - g. Site Selection: No updates.
  - h. During the Team Check-in discussion, the need for more accountability between team leads and team members was highlighted. We will be discussing accountability as it relates to team reports/updates at the next meeting.

### 7. Old Business

- a. Approve 2024 Board Calendar
  - i. Discussion: Reviewed updated calendar once more.
  - ii. Outcome:

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1. **MOTION** to approve the 2024 Board Calendar made by Tom. Shara seconded.  
Motion carried.
- iii. Assignments: None
- b. Sign updated Board Charter
  - i. Discussion: Two updates were made to add new statement #1 in the 'Expectations' category, and to update item 1.b in 'Meetings & Communication' to broaden the scope of communication so it wasn't defined as only email.
  - ii. Outcome: Sign the updated Charter
  - iii. Assignments: None (already updated in board manual)
- c. Approve updates to Policy C5 - Directors' Code of Conduct
  - i. Discussion: Reviewed suggested updates from last meeting.
  - ii. Outcome:
    1. **MOTION** to approve updates to Policy C5 - Directors' Code of Conduct made by Tom. Ellen seconded. Motion carried.
  - iii. Assignments: None (already updated in board manual)
- d. Approve update to Agenda Planning procedure
  - i. Discussion: Reviewed suggested updates to the Agenda Planning procedure within the Procedural Expectations document, which has been clarified to reflect our new procedure of using meeting folders for when a meeting report is prepared less than 7 days before the meeting.
  - ii. Outcome:
    1. **MOTION** to approve updates to the Procedural Expectations made by Shara. Lydia seconded. Motion carried.
  - iii. Assignments: None (already updated in board manual). Will discuss team report accountability at the 12/14 meeting.
- e. Approve update to Policy C10: Endorsements
  - i. Discussion: Page 72 of the Board Manual has been amended to consolidate duplicated ideas from first two bullets into one item:
    1. "1. Free Range Food Coop's Board of Directors may choose to lend its endorsement to issues directly impacting our mission deemed relevant and in accordance with the co-op's Ends Policies and Cooperative Principles. Endorsement by the Board should always read "Endorsed by the Board of Directors, Free Range Food Co-op."
  - ii. Outcome:
    1. **MOTION** to approve updates to Policy C10: Endorsements made by Tom. Shara seconded. Motion carried.
  - iii. Assignments: None (already updated in board manual)

## 8. New Business

- a. Review of Strategic Plan
  - i. Discussion: Reviewed progress on goals and next steps
  - ii. Outcome: Identified a few corrections on current plan, along with helpful updates for future Strategic Plan outlines. Agreed that teams are welcome to update their planned goals/timelines as needed during the year in order to keep the strategic plan document current and usable. However, if an item is outdated and no longer needs to be done, it should just be struck through with a note that it was not completed rather than be removed.
  - iii. Assignments:

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1. Shara will add notes to the Strategic Plan doc highlighting suggested outline changes for the next FY plan writing.

9. Upcoming Meetings and announcements:

- a. Second board meeting on Thursday, December 14th, 6:30 pm at Oak Hill Assisted Living
- b. Policy Review: C1, C2, C3 (Casey)

10. Closed session for site selection discussion not needed.

11. Used remaining meeting time to briefly discuss our Mission statement as a group.

**MOTION** to adjourn at 7:57pm made by Tom. Lynn seconded. Motion carried.

Postponed Discussion Topics:

None

Approved by Board Chair, Brandon Otway

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