

FREE RANGE FOOD CO-OP – Board Meeting Minutes

February 15, 2023

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

Staff: N/A

Absent: Tina White

Guests: None

Late arrivals/early departures: None

Call to Order: Brandon called meeting to order at 6:30pm

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.
 - c. JQ Hannah was sick and couldn't attend the meeting tonight, this discussion item has been postponed pending their availability. Added discussion items for Merchandise and CIC Update.
3. Public comment acknowledgement:
 - a. Ellen acknowledged Casey's last meeting as a director and thanked him for his years of board service, and for his continuing support as the CIC team lead.
4. Consent agenda:
 - a. January meeting minutes - 1/4, 1/18
 - b. Board Development team report - 2/8
 - c. Business Plan team report - None submitted
 - d. Community Investment Campaign team report - 1/22, 2/5
 - e. Financial Statements - 1/31
 - f. Marketing team report - 1/10
 - g. Owner Engagement team report - 1/30
 - h. Site Selection team report - None submitted

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

5. Policy review
 - a. C-6 Officer's Roles
 - b. C-7 Board Team Principles
 - c. Quarterly Review - Procedural Expectations
6. Review Annual Calendar
 - a. March - review strategic plan
 - b. April - assign budget preparation; review bylaws for director voting; begin work on next fiscal year and strategic plan
7. Events Calendar Review
 - a. Next events are the Nashwauk Home Show, Children's Fair, and Highway Cleanup.
8. Finance Report
9. Team Check-ins
 - a. Board Development is updating the team report template to a more user-friendly format.

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- b. The formerly named “Site Selection” team will now be considered the “Site Development” team, as their work moves into a different phase of work related to the site.

10. Old Business

- a. CIC Coordinator position
 - i. Discussion: The role of CIC Coordinator has been divided up into its main components and volunteers will be filling the roles according to their interests and skills. Becky will work collaboratively as the main coordinator with another volunteer. She has already identified other owner volunteers interested in serving as the leads of the Calling, Closing, and Administrative teams as related to the campaign. The team is working on filling the remaining volunteer positions, primarily for the calling and celebration teams.
 - ii. Outcome: Informational
- b. Seven Roots proposal
 - i. Discussion: Reviewed price quote received from Seven Roots in regards to their full scope of work. A \$15,000 down payment required with payments billed monthly after that based on percent of each project phase completed.
 - ii. Outcome: Lynn noticed that the proposal does not list the approximate amount of time each phase will take in relation to how much is being charged by phase. On the day of the meeting, Brandon received an email from seven roots outlining the expected breakdown of costs by month, which he will forward to the board.
 - iii. Assignments: Brandon will forward the monthly cost breakdown to the board, and also ask seven roots for clarification on what they mean in the proposal when they state they will ‘support’ those aspects of the work, in order to more clearly state what type of support they will provide.
- c. Market Study update
 - i. Discussion: Proposal has been signed and sent. Check for \$5,500 to Columinate is in the mail.
 - ii. Outcome: Informational
 - iii. Assignments: None
- d. CIC Update
 - i. Discussion: Lydia, Garret, and Ellen discovered there is a Grasshopper option to add phone number extensions which may be helpful in solving some of the access issues they’ve had for volunteers to use the system.
 - ii. Outcome: They are researching the options, functions and costs more. This is a priority task before the CIC is ready to launch.
 - iii. Assignments: None

11. New Business

- a. JQ Hannah Visit **POSTPONED**
 - i. Discussion: JQ will be joining the first 45min of our meeting to discuss the road ahead.
 - ii. Outcome: Informational, to help us understand what's ahead and what we need to do to successfully see this through.
- b. Merchandise
 - i. Discussion: Discussed merchandise sales related to sales tax collection difficulties and whether we want to just use taxable items as giveaways instead. This would include tote bags, stickers, and patches as taxable items. We also discussed getting rid of the remaining t-shirt stock as quickly as possible since it all has the old logo on it.
 - ii. Outcome: Lydia will be meeting with Tina soon to discuss the pros/cons of selling vs

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giving away merchandise items. Lydia is also working on creating an inventory of remaining t-shirts to get an idea of how much of the cost we have recouped from those sales, to see if discounted or free shirts are a financially viable option.

iii. Assignments: None

12. Upcoming Meetings and announcements:

- a. First board meeting: March 7, 2024 at 6:30 pm at Oak Hill Assisted Living
- b. Second board meeting: March 21, 2024 at 6:30 pm at Oak Hill Assisted Living

13. Closed session for site development discussion not needed

14. **MOTION** to adjourn at 8:06pm made by Casey. Lynn seconded. Motion carried.

Postponed Discussion Topics:

Discussion with JQ Hannah from FCI

Approved by Board Chair, Brandon Otway

Signature: _____ Date: _____.