

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

March 7, 2024

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

Staff: N/A

Absent: Tom Connolly

Guests: None

Late arrivals/early departures: Lynn arrive at 6:35 and left at 7:05

Call to Order: Brandon called meeting to order at 6:33pm

1. Welcome and Introductions
2. Additions/Deletions to the agenda:
  - a. This agenda has 73 minutes scheduled.
  - b. There are 17 extra minutes for a closed session or topic extensions/additions.
3. Public comment acknowledgement: No comments
4. Outstanding Tasks:
  - a. Reviewed tasks.
5. Co-op Correspondence: None
6. Team Check-ins:
  - a. Board Development: No updates.
  - b. Business Plan: Brandon, Becky and Shara met with IEDC staff. They are willing to assist with reorganization and structuring of the business plan, lending guidance on the content we still need to input. They are meeting again on April 4th.
  - c. Community Investment Campaign: Casey and Becky met with Affinity Plus staff and discussed donation and loan options. Loans are likely not an option, but they are going to discuss with the head office about the suitability of the co-op fitting into their community grants program.
  - d. Finance: No updates.
  - e. Marketing: Meeting with the CIC team on Sunday to review CIC-related materials.
  - f. Owner Engagement: Hosting casual events for people to come and ask questions of co-op volunteers on 3/12 at Hotel Rapids, 3/21 at Brewed Awakenings, and 3/27 at Hotel Rapids.
  - g. Site Development: Team reviewed draft purchase agreement and returned it to the property owner with proposed updates. Waiting to receive it back again for another review. Will be having a joint meeting next week with Seven Roots, Wilkus Architects, and 45 North Group representatives to discuss their respective roles in our project.

### 7. Old Business

- a. CIC Campaign Preparedness Update
  - i. Discussion: Discussed general CIC updates, project status, and most urgent needs.
  - ii. Outcome: Lynn presented new information based on her prior co-op finance campaign experience related to loan repayment. She suggests confirming with Katie Novak and our lawyers if it is a possibility to consider flexible loan repayment terms similar to those terms used for the preferred shares. Reviewed the need to get the CoApp customer management database contract in place ASAP so we can begin that 8-week setup process. Donations in an amount great enough to cover the cost of CoApp have already been made by FRFC owners who are also on the Blandin Foundation staff and board.
  - iii. Assignments:
    1. Shara will talk with Katie about the option of offering loan repayments at the discretion of the board.
- b. Market Study Update
  - i. Discussion: The date for the market study fieldwork in town has been moved up to March 10th and 11th. This means we will now get a final report by the end of March or the beginning of April.

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- ii. Outcome: The board gave feedback on a background questionnaire that G2G requested we complete prior to their in-person visit.
- iii. Assignments: None

**8. New Business**

a. Site Announcement Celebration

- i. Discussion: Reviewed preliminary planning decisions made by the planning team for the Site Announcement Party.
- ii. Outcome: The event will be held on Saturday May 4th, downtown, in partnership with the City to help set up traffic signs etc. as a community event. Becky talked with Brian from Paul Bunyan and they will sponsor a 30-second TV ad and up to \$500 in music costs for the event. Brandon talked with Tasha Klockow and she is willing to help coordinate food trucks, breweries, and music.
- iii. Assignments:
  - 1. Shara will ask Angela if she is willing to be the point of contact for the TV ad.

9. Upcoming Meetings and announcements:

- a. Second board meeting on Thursday, March 21st, 6:30 pm at Oak Hill Assisted Living
- b. Policy Review: C8, C9, C10 (Garrett); quarterly review of strategic plan

10. Closed session for site discussion if needed

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

Postponed Discussion Topics:

Approved by Board Chair, Brandon Otway

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