

FREE RANGE FOOD CO-OP – Board Meeting Minutes

March 21, 2024

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

Staff: N/A

Absent: Garrett Holl

Guests: None

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 89 minutes scheduled.
 - b. There is 1 extra minute for a closed session or topic extensions/additions.
3. Public comment acknowledgement: No comments
4. Consent agenda:
 - a. February meeting minutes 2/1, 2/9 eVote, 2/15
 - b. Board Development team report - 3/14
 - c. Business Plan team report - None submitted
 - d. Community Investment Campaign team report - 2/19, 3/4
 - e. CIC & Marketing report - 3/10
 - f. Financial Statements - February
 - g. Marketing team report - 3/6
 - h. Owner Engagement team report - 3/12
 - i. Site Development team report - None submitted

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

5. Policy review
 - a. Review C-8 Cost of Governance
 - b. Review C -9 Board Relationship to Owners
 - c. Review C-10 Endorsements
6. Review Annual Calendar
7. Review Fiscal Year Strategic Plan
 - a. Identified the need for each director to become more familiar with the pro forma. Tom will update the pro forma with the new market study details.
8. Events Calendar Review
 - a. Lydia will begin adding internally hosted co-op events to this general community events calendar so they are all tracked in the same place.
9. Finance Report
10. Team Check-ins
 - a. CIC: Becky is creating a list of owners who have the means to participate in the Silent Phase. When she returns from her vacation, she'll share the list with the board and have them ID any owners they know. Then we'll develop a strategy for contacting them.
11. **Old Business**
 - a. Agreement to Purchase approval

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- i. Discussion: Discussed questions and concerns about the agreement.
- ii. Outcome: The landowner's lawyer is currently reviewing some questions we had about the agreement. We will wait for their response and FCI's review before signing the document.
 1. **MOTION** to approve the Agreement to Purchase pending identified address corrections and favorable review from FCI and the landowner's legal council made by Tom. Tina seconded. Motion carried.
- iii. Assignments: Brandon will email the agreement to FCI for their review, and will alert the board if either they or the landowner's legal council identify any concerns. If no concerns are identified, signing of the Agreement to Purchase will move forward.

12. New Business

- a. Site Announcement Planning Update
 - i. Discussion: A newly set up Google Calendar shared with the board will contain important dates starting with the Site Announcement Party. The Site Announcement Party planning spreadsheet contains notes and action items/details related to planning.
 - ii. Outcome: Event will be held on Friday, May 3rd. Paul Bunyan will sponsor up to \$500 for music for the event. Quotes for other costs (tent, tables, chairs, restrooms) are being gathered prior to board approval of additional expenditures.
 - iii. Assignments: All assignments are listed on the planning spreadsheet.
- b. Highway Cleanup
 - i. Discussion: Decided on a date.
 - ii. Outcome: May 18th, 10-12am
 - iii. Assignments: Marketing team will advertise this for any owners who also want to attend.
- c. Updates to the Board Manual
 - i. Discussion: Ellen and Lynn reviewed the Board Manual and the references to the Strat Plan within it.
 - ii. Outcome:
 1. The subfolder with individual strategic plan documents will be deleted, and moving forward we will only keep the fully compiled Strategic Plan document.
 2. Agenda Planning related board manual policy and procedures are being reviewed to eliminate duplication.
 - iii. Assignments: None
- d. Owner transfer from January
 - i. Discussion: Identified the need for an Owner Transfer procedure with a checklist and assignments to ensure any owner transfers are processed consistently and completely.
 - ii. Outcome: This item is on the radar for the future once the owner data cleanup project is completed. Current plan regarding transfers is to void the existing ownership in QuickBooks and on the Google Drive, and generate a new owner number for the receiving owner in both systems.
 - iii. Assignments: Tom will let the requesting owner know we are finalizing the policy and will reconnect with them in a few weeks with the resulting information.

13. Upcoming Meetings and announcements:

- a. First board meeting: April 4, 2024 at 6:30 pm at Oak Hill Assisted Living
- b. Second board meeting: April 18, 2024 at 6:30 pm at Oak Hill Assisted Living

14. Closed session for site selection discussion if needed

15. **MOTION** to adjourn at 8:09pm made by Ellen. Lynn seconded. Motion carried.

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Postponed Discussion Topics:

Approved by Board Chair, Brandon Otway

Signature: _____ Date: _____.