



Building community through food™

Board Meeting Minutes

02 11 2017

701 Second Street, Hudson, WI

Pre-Meeting Session (6:00 PM – 6:30 PM)

- Meet and Greet with Joanna Demulling, new owner
- Discuss combining O/V & Marketing Committees

Result: Marketing and O/V will plan to have a joint meeting, and then possible develop a schedule of joint meetings going forward, i.e. quarterly or bimonthly.

1. Call to Order 6:15 pm

- Board members in attendance: Katie Nelson-Heil, Sarah Atkins, Nick Meuret, Carol Zempel, Michelle Sjobeck
- Board members absent: none

2. Approval of Minutes -

- Sarah motion to approve, Michelle second

3. Approval of Agenda

4. Owner forum no owners present

5. Board Reports

a. President's Report

- Katie is reaching out to People's Co-op, River Market, and Whole Earth to discuss visiting them and other business mentorship opportunities.
- Up & Coming conference updates:
 1. Carol and Katie to review and make recommendations on which workshops to attend.
- Owner email:
 1. An owner responded to Katie's article in the BEET with a suggestion that the Board should open a low-cost/low-budget Co-op in order to expedite the process and get off-the-ground.
 - a. The Board discussed this and will consider the specific suggestions once we have a location chosen in the future. No further action needed at this time.

b. Vice President's Report - none

c. Treasurer's Report -

- i. See attached financial statements.
- ii. Lastest expenses include platform upgrade for website by Web Peeps and the Chamber of Commerce yearly awards banquet.

d. Secretary's Report - none

e. Other Director's Report - none

6. Old Business

- Stock return policy changes -
 - The current Stock Return Policy has gaps that need to be addressed as we move forward. Katie has been in touch with the CPA for HGC and she has received guidance as to how the policy should work.
 - **ACTION:** Katie to forward CPA email to Joanna to begin looking at how we can frame up a policy for this.
 - **ACTION:** The draft will go to Steering for formal write-up, after which it will be brought to the Board for approval.
- Project Plan Review:
 - Going forward we will review the HGC project plan in the Old Business section.

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- Re-mapping of Board Email addresses: Now that we have new board members and new board roles, we need to look at mapping the HGC email addresses correctly.
 - **ACTION:** Katie to follow-up with Christi with a list of who needs to be mapped to which HGC email addresses. In future, this exercise should be done after every annual meeting.

7. Committee Reports

a. Ownership & Volunteers

- Follow-up regarding current owner information and populating more details. O/V will implement a 'Know Our Owners' project. Working session planned for March 25 from 10am to noon. Invite O/V committee members, and past Board and committee members. Michelle will get a room reserved at the library.
 - **ACTION:** Katie will draft an email for Sarah to use as an invitation to attend.

b. Marketing & Communications / Winter Market Updates

Carol gave an update of Winter Market planning from the 2/7 Marketing Committee meeting and gave Board members a copy of the vendor list. The Board reviewed the flyer that Jacki prepared and Carol to provide comments back to Jacki.

- **ACTIONS:**

- Katie will do the write-up for Sarah to send out to owners to announce the Winter Market
- Carol to talk to chamber about posting an event on the Chamber website - member portal
- Katie will post on our FB page, and create an event on FB. Then, we all need to share it.
- Carol to create an event checklist / task list
- Majority of flyer distribution should be done by 2/18
- Carol to communicate a follow-up meeting for Feb 23 for final preparations review
- Carol on vacation from 2/18 - 2/22, but available via text and email

c. Steering - no updates

8. New Business

- **New Board Member Vote:** Joanna Demulling was appointed a seat on the Board. She will not have a formal role on the board, nor will she chair a committee at this time. However, she will be attending the Marketing committee going forward.

a. New Owners

Sancy Shoenecker & Kevin Caldwell
Candy Murphy
Kelly Rabe
JoAnna Demulling

Michelle motion to approve new owners, Nick second

Adjournment - meeting adjourned at 7:55pm

Next Board Meeting: March 14, 2017 @ 6pm

Submitted By:

Carol Zempel, Secretary