



HGC Board Meeting Minutes

04/12/17

602 Second St. Hudson, WI

- Pre-Meeting Session (6:00 PM – 6:30 PM)
 - Discuss outcomes & next steps from the working session. See this item under the Secretary's report

- 1. **Call to Order** 6:15pm
Directors in attendance: Carol Zempel, JoAnna Demulling, Katie Nelson-Heil, Michelle Sjobeck, Sarah Atkins
Absent: Nick Meurett

- 2. **Approval of Minutes**
 - a. **Review & approve the revised February minutes**
Sarah motion to approve, Michelle second.
 - b. **Review March minutes ACTION:** approve these at the May board meeting

- 3. **Approval of Agenda**
Michelle motion to approve, JoAnna second

- 4. **Owner forum** - none

- 5. **Board Reports**
 - a. **President's Report**
 - i. Budget for remainder of fiscal year. **ACTION:** committee chairs to bring their budget needs to the May Board meeting for the remainder of this fiscal year ending on June 30, 2017.
 - b. **Vice President's Report** none
 - c. **Treasurer's Report**
 - i. Financial Reports were reviewed
 - d. **Secretary's Report**
 - i. **Review project plan and next steps from the working session, discuss format and priority of items.**
ACTION: Carol to revise the lists to a more useful format, and will distribute prior to the May Board meeting. **DECISION:** Action items will remain within the Board and Committee meeting minutes.
 - e. **Other Director's Report** - none

- 6. **Old Business**
 - a. Meeting is scheduled with the GM @ River Market Co-op on Wednesday, April 19 @ 5pm. All Board members are invited to attend.
 - b. Board member email addresses - outstanding item. **ACTION:** Sarah is meeting with Christi from Web Peeps on Friday, April 14 and will update the Director email addresses on the website.
 - c. Membership agreement **-ACTION:** Katie will contact a co-op attorney resource to discuss how to get a 'signed' agreement to the terms and conditions when a new Owner signs up through the website.

- 7. **Committee Reports**
 - a. **Ownership & Volunteers**
 - i. O/V Committee Update
 - ii. O/V Sarah-to-Melanie Transition Update

 - iii. Approve New Owners #449 - #460

- 449 John Goetze
- 450 Michelle and Brian Bee
- 451 Tracy Yndestad and Lucas McGee
- 452 Andrea and Dave Lambert
- 453 Stephanie McCormack & Scott Komorouski
- 454 Christany Carlson
- 455 Emily and Zach Hodge
- 456 Greg DeNunzio and Lesley Iverson
- 457 Louise Swenka and Dave Goblirsch
- 458 Brenda and Chris Tomlinson
- 459 Mary Yacoub and April Simmons
- 460 Elizabeth Anne Lanners

Michelle motion to approve new owners, JoAnna second.

b. Marketing & Communications

- i. **FB Campaign Metrics** - Katie is creating a graphic of the metrics from FB likes and shares. Volume has increased since the beginning of the Spring to 500 owner campaign, which shows a favorable response.
- ii. **Marketing Committee Updates:** reviewed events that are planned for April, May, June. See Marketing / Calendar of Events folder.
- iii. **Upcoming Events**
 - 1. BNI Event - in Woodbury - HGC received an invite. **ACTION:** Katie will attend on April 25, 7am - 9am.

c. Steering

- i. **Steering Updates**
- ii. **Revised tagline/mission/vision ACTION:** Steering has started work on these, and will present at May Board meeting.
- iii. **New Board Member/Volunteer packet. ACTION:** Katie will be responsible for revisions to the binder which is given to new Board members. O/V will be responsible for the Volunteer documents Work has started on a grid that outlines the training requirements for new board and committee members, and volunteers.

8. New Business

- a. **Critical roles/responsibilities transition plan**
- b. **Owner/Volunteer database transition**
- c. **New meeting location options**

Katie reviewed the items listed above. Discussion was deferred to a future meeting.

9. Adjournment 8:00 pm

Submitted by:

Carol Zempel, Secretary