



## Clipper City Co-op Board Meeting

### Minutes

Date: November 20, 2019 6PM - 7:45

Location: First Presbyterian Church

Present: Naomi Raddatz, Tony Fodden, John Ellerman, Pat Koppa, Lori Hagenow  
Leann Swartz, Scott Retzak

Absent: Ryan Sullivan, Beth Steimle,

Topic	Discussion/Notes	Decision	Tasks/Date
Welcome		6:10 Naomi called to order. Check-in: What board work each is proud of.  We have done tremendous work in the last months. Strong foundation for the next phase.	
Approve minutes from 11/06/19 board meeting		<b>Amendment by JE to state “tabled” in place of a misspelled version. TF moved to approve as amended. SR seconded. Approved unanimously.</b>	
Board Development Report	Pat	1. Have \$250 grant for training. Had specified for foundational and capital campaign education. Seems portion could apply to work we are having Katie Novak do with Mary, Naomi and Beth if the Board also uses.	1. Keep in mind; evaluate in January; depends on timetable for use of funds.

		<p>2. Should we try to use some of that educational funding to focus on GM hiring?</p> <p>3. Annual Meeting - <b>PK moved to set the annual meeting and election for a date between April 15 and May 15. LH seconded the motion.. Approved unanimously.</b></p> <p>Naomi suggests nominating committee be formed to recruit board director candidates as well as asking for volunteers.</p> <p>4. Remember John, Scott and Lori are the directors up for election in 2020.</p>	<p>2. Look into what is available and if approved use.</p> <p>3. Pat will get timetable for election process and look for committee members. Also work on the officer election change to the bylaws.</p>
<b>Treasurer's Report</b>	John	<p>1. Should accountant review the books? Discussion. Value to information with grant cycle starting. Change since 2018 is the higher payroll. <b>PK moved to hire accountants for the review, LS seconded; all approved.</b></p> <p>2. Time to create 2020 budget; should have greater detail than in the past, will entail more thought this year.</p>	<p>John will hire before year end</p> <p>John will rough out based on current expenditures; noting needed information items.</p>
<b>Ownership Report</b>	Dayna	<p>Nothing much in addition to Jill's report.</p> <p>Pat mentioned the "touches" at the Holiday Faire. John and Lori gave a shirt to a new owner. Lori has a contact that makes shirts, etc. at a great price. Should give away to new owners. Visibility. Discussion about options. Also tax consequence to sale, option to collect donations rather than selling swag.</p>	<p>Ask Dayna and Tekla to work on and order swag.</p>

<b>Temp office update</b>	Jill Iverson's report	Documentation is great. LS mentioned conversation with Bill Bertsche, Director of Boys and Girls Club; desire to partner. Jill needs answers to the questions.	Leann will group/categorize questions. Minutes should be sent to Jill upon board approval. Pat or Naomi will send her info on timeline. Naomi will work on the talking points and articles for the temp office and newsletter
<b>Report on WHEDA loan meeting on Nov. 12th</b>	Leann	Leanne emailed summary. WHEDA would be "fill-in" source after our campaign. There are 3 WI agencies that specialize in co-op loans. Deby Dehn will provide connections. Deby has pre-application from Tony. Note - changes in the site or status of site can affect eligibility.	
<b>Site Selection Report</b>	Tony	<ol style="list-style-type: none"> <li>1. Letter of Intent draft was shared via email. Amy O &amp; Tony presented at the Thursday Meet-up on 11/14. Good questions from attendees. Jill recorded presentation.</li> <li>2. John attended city council meeting on budget. Lots of discussion about downtown changes.</li> <li>3. Pat gave out the sample site selection charter. Tony thinks we had one, will look for it.</li> <li>4. Naomi suggests setting date for board and site-selection to meet together.</li> <li>5. Reported on the issues with the two sites in the Bd's request – and explained the</li> </ol>	<p>Naomi will send out a "Doodle Poll" to pick a date.</p> <p>Lori will arrange to see the warehouse portion of HTR</p>

		<p>site selection committee's process.</p> <p>6. Discussed additional information about funding tied to site.</p>	
<b>Capital Campaign development update</b>	Beth	<p>Beth unable to attend today's meeting. Naomi reported progress. Naomi, Beth, Mary, and Katie had a telephone conference call and more are scheduled over the next two weeks.</p> <p>Need a planning committee formed to create the campaign plan. Then expand to the actual committee.</p> <p>Discussion regarding the process and steps involved.</p>	<p>Send out the links from Up &amp; Coming to board regarding the campaign ... Tony says Indiana Cooperative site might be best link.</p>
<b>Review of charters of Capital Campaign and Grant writing committees</b>	Tony	Tabled.	<p>Tony unable to draft for today. Planning committee can offer a draft to Bd.</p>
<b>How do we share information with Jill Iverson who is getting many questions and needs updated information to answer them correctly?</b>		<p>Discussion included with the report section above.</p>	
<b>Creating a master plan and schedule for stage 3a</b>	Naomi/Leann	<p>With so many critical activities coming together, need to set out steps in greater detail than on Timeline and dates.</p>	<p><b>Meet 30 minutes before 12/4 board mtg to work on this.</b></p>

Calendar check. Meeting with site selection date.  Adjourn		Add 12/5 at 8:10 a.m. for John J's radio show.  LH motion, TF second. Adjourn 8:00 pm	Tony will go; ask Jill and Ryan to join him at show.
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	<b>Parking Lot Items</b>
1.	Board Policy creation and Committee charter review/creation
2	Business sponsored ownerships. Board has authority to create.
3	Formation of Capital Campaign Committee - 11/20 in progress
4	Formation of Committee to write grants - 11/20 in progress

**Calendar of Events As Corrected at 12/4-19 meeting.**

Date	
Dec 4	Board Meeting
Dec 5	YP - Holiday Gathering
	Thurs Meet-Up - Theresa Collins
Dec 10	Chamber Holiday Reception
Dec 11	Ownership Committee
	Site Selection Committee
Dec 12	Radio Show 8;10
	Thurs Meet Up - Board of Directors
Dec 18	Board Meeting
Dec 19	Thurs Meet Up - Seed Owners
January 8	Ownership meeting
January 15	Board Meeting
January 22	Chili Dinner at Yacht Club
January 29 ( a 5th Wed)	Board Meeting
Feb 5	Board Meeting
March 5 - 7	Up & Coming Conference
Between April 15 - May 15	Annual Meeting/ Election

Dec the "Pop-Up Office" remains at Coolest Coast.

January it moves to the Schuette Building!

February - Jill will be away, not sure as to the plan..