

2019 Clipper City Co-op Board Meeting Synopsis

Jan 2 Ryan Sullivan in attendance, accepted offer to join board. Written report from Cath provided details on the ownership committee chair's jobs. Tony is working on the contact list. Website. Has some resumes for the new position (paid ownership coordinator.) Beacon meetings. Timeline. Annual meeting survey. Board election. Deb will not serve the last year of her term. Jobs for intern. Attend the Chamber banquet.

Jan 16 Bill Gessner, the consultant for the pro forma, has passed. Not quite sure what this will mean for our services. New job descriptions for board positions. Changes to Director binders. Intern to work on 2018 history summary. Changes to Board development portion of the drive materials. Tablet added to tabling bin. Chamber banquet. Business cards. Preparing to interview for a position. Ownership report. Should get committee budgets set. Grant committee needed. Strategic Plan.

Feb 6 Ownership attempting to address website. Questions and scenarios for interview. Beacon. Debrief from Chamber banquet. Up & Coming Conference arrangements. Intern and Mailchimp lists. Deb taking leave of absence until April. Plans to work on the Annual meeting.

Feb 20 Attended Downtown Plan meeting. Coop Development Stage 2b discussion. Participate at Garden Faire. New printer. Intern working. Payroll set up. Installment payment discussion. Four candidates interviewed for paid position, two stand out. Website. Site selection needs to meet. Google Drive access and security. Additional Beacon services? Events.

March 6 Up and Coming debrief. Reenergized. 511 owners. New hire offer approved. Compensation. Ryan working on "Pitch Kit." Beacon – opt against additional services. Pro Forma to be discussed with Don Moffit. Resignation from Deb Jones. Discussion regarding dividing up her tasks. Taxes. Events.

March 19 Facebook ad enhancement. Volunteer mobilization. Owner survey. Accountant's review completed. Will wait for candidate to decide regarding their options. Too strong to miss out. Home show. Strategic plan. Discussion of banker/finance representation on board. Needed committees. Deep Dive program. Consultant proposal for onboarding the new hire and capital campaign. Author program for October community program.

April 3 Sales Tax. Owner survey results. Beacon update. To explore options for grant funding/ receipts. Look at community organizations, CDS. Site selection. Pro forma. Home show. Strategic plan preparation. Farm visits... Sullivan and others. Approved annual meeting for June 26 at Silver Creek. Deb suggested at exit that ballots go out June 1. Deep Dive.

April 17 Home Show debrief. Events. Owner package. Firebrand Coop's annual meeting materials. Further assistance for Farm event. Non-profit collaboration. Consultant services declined. Insurance. Site selection and contact with Don Moffit discussed. Lauren B submitted her resignation.

April 30 (for the first May meeting) Debrief Farm Open House. Author event is 10/12. Events, Coordinator has accepted and will begin in a few weeks. Job details. Insurance from local provider. Site selection update, will report to Executive committee on rankings. Strategic Plan. Beacon. Local non-profit meetings. Deep Dive. Election update. Website.

May 14 Farmer's market report. Insurance set up. Annual meeting planning list. Chamber golf event. Discussed Board presence at Ownership committee, community events, owner package. Joined

Downtown Manitowoc. Deep Dive. Professional site drawings. non-profit options. Election notes regarding terms. Progress Lakeshore breakfast.

June 5 Annual meeting plan and agenda. Posting of materials on website. Events. One desired site no longer available. CDS should provide further service for the balance of the payment due. Beacon master grant nearly ready. Election and ballot. Orientation dates. Retreat. Art Slam. "Parking lot" to be updated.

June 13 Ownership, Annual meeting. Consultation with Theresa Collins regarding 501c3 need. Pro Forma payment request. Election costs. Retreat alternative dates discussed.

July 1 No meeting due to annual meeting on June 26 and orientation for new board members 7/2

July 15 Update on annual meeting and election including costs. Budget report. Board retreat discussion. Google Drive training scheduled. Columinate contract terminated. Discussion of Beacon Consulting reports. Discussion of upcoming owner events. Election of officers.

August 7 Discussion of fee for online application software, new owners at Holla event, work on Retreat, Site Selection report and discussion of work to be done before site selected. Beacon Master Grant draft. Tax-exempt entity discussion; "Friends of the Co-op" exploration; Planning for John Steinman event; Need for performance review for ownership coordinator.

August 21 Site Selection report on site recommendation. Closed session with details. Letter of intent draft proposed and authorized, but not to landlord. Discussion of Cooperative Principle #2 and increased transparency... reporting of activity. Cell phone purchase. Beacon document. Friends group not option at this time. Discussion of using Cooperative Development Services like under previous contract.

September 4 No meeting Retreat 9-14

September 18 OG 750 proposal. October Co-op month. Events, Retreat report, Bower's grant application for consultant. Site selection updates. Cell phone number shared. Teresa Collins visit and delivery. Alternatives for tax exempt funding, committee set.

October 2 Closed session tour and site discussion, Dayna to take over newsletter, use of website calendar to give meeting notice, committee reports, Chamber membership continued, proposal for a temporary office by Jill Iverson, Question regarding officer selection and bylaw changes.

October 16 report on Author event, 3rd Quarter financial report, Consultation with Attorney Sparer regarding creation of tax exempt entity; recommendation to pursue other options. Need for talking points regarding co-op ownership and our specific status. Grow It Forward partnership discussion. Jill Iverson presentation on the Pop-up office, Jason Prigge videos, costs for office utilities. Tasks for volunteers. Extra meeting on October 30 to resolve tax exempt question

October 30 Review of Capital cornerstone and work needed in this area. Mary Maurer proposal to chair campaign. Authorization of initial work between Mary, Katie Novak and Attorney Sparer if needed. Beth Stiemle to represent board in this process. Pat to draft By-law revision regarding time for officer election in relation to director election at annual meeting. Yacht club event sponsorship approved. Site selection criteria form shared by Naomi, letter for specific sites to be viewed. Desire to talk with representative of CDS about Cooperative Development Fund as our tax exempt conduit.

November 6 Shared Timeline excerpt with Board. Items needed to be completed before reaching stage 3a and announcing site. Proposal to create the grant writing and capital campaign planning committees. Conference with Kevin Edburg of CDF, decision to sign new MOU and start collecting monies. Discussion capital campaign structure, agreement by Katie Novak and Mary Mauer to collaborate, Campaign workbook shared. Meeting set with Deby Debh of WHEDA

November 20 Annual meeting will be held between April 15 and May 15. Accountant review of 2019 books approved. 2020 Budget discussion. Pop-up office generating owners and questions from existing owners. Board presence needed. Report regarding WHEDA. Letter of intent draft reviewed. Site discussions. Progress on initiating capital campaign. Links for Up and Coming Conference presentations to be shared.

December 4 Significant increase in ownership during November, Mary Maurer attends and collaboration discussed. Family Share Fund as owners want to donate to help others. Open discussion of HTR building. Need to negotiate specific terms of Mary's involvement. Introduce idea that Dayna go full-time. Needs for Campaign, upcoming events and board involvement.

December 18 Discussion regarding space to be used for capital campaign. Different than pop up. Need places for the phone bank type setting, individual meetings. Scott offered space, space for free at Shipbuilders Credit Union. Offer accepted. Discussion of capital campaign budget and timeline presented by Mary Mauer. Discussion of low income household sponsored ownerships. Discussion of getting the new market study with current sites. Planned for Seed Owner event (first 100) Initial information about hiring a GM - Naomi participated in peer call with Jacqueline Hannah.