



Clipper City Co-op Board Meeting

Minutes

Date: January 15, 2020 6PM - 7:45

Location: First Presbyterian Church

Present: Naomi Raddatz, Tony Fodden, John Ellerman, Pat Koppa, Lori Hagenow
Ryan Sullivan, Beth Steimle, Leann Swartz, and Scott Retzak

Absent: none. All present.

| Topic | Notes/Discussion points | Discussion/Decision | Date |
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| Welcome; Call to order | Called to order at 6:04 | Dayna indicates the current number is 630. Naomi thanks the many involved, notes the pressure to move ahead | |
| Approve minutes of prior meeting | | Naomi notes the phrase "needy families" should be changed to "low to moderate income households." Motion by Tony to approve as amended, John seconds and amended minutes of 12/18 meeting are approved. | |



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| <p>Committee reports/ updates: Executive Committee</p> | <p>Pat reported on 1-9-20 meeting</p> <p>There has been concern by some that Naomi has taken on too much of the work of the co-op. Extensive discussion by exec. Committee regarding how to address the issues and maintain board functioning through the annual meeting and until the change of officers in July. Agreement that</p> <ol style="list-style-type: none"> 1. Naomi would not assume leadership of any committees. 2. Before any decisions is made regarding contact persons or consultants on behalf of the co-op, at least one other executive committee member would be consulted. 3. Executive committee would meet between the regular board meetings to continually evaluate the situation. <p>Also discussed need to contain message and establish commitment to what actually does happen at 750 owners.</p> | <p>In response to report Tony suggests finish and share the minutes for further comment. Discussion of the additional points. Ownership and Dayna's roles need to be set out clearly.</p> <p>So began discussion of containing the message. Need to understand that the 750 is the start of a BIG PROCESS. We are ready to update the market study and will select a site with that information.</p> <p>Dayna - The speed has increased and now we need your help. The next steps require volunteer effort and support. "Lease with contingencies"</p> <p>Beth is working with Jill and will also share by video what will happen when 750 owners are obtained.</p> | <p>Pat will finish minutes ASAP.</p> <p>Beth will share sometime in next week as making on 1/21</p> |
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| | Need to have a board member attend ownership committee meetings and establish a better defined set of directions for Dayna. | Will address Dayna's report. | Dayna's roles on next agenda. |
| Treasurer | John - General update, bills, collections, etc. 2020 budget draft Account review Registration for Up and Coming 2020 | 46,378 on hand which is still close to where we were a year ago. The 50 new owners have helped. (edit before public?) John has been working on tax issues, returns in all areas. W-2s are out and a few other learning. Will have 4 or 5 at Up & Coming Has not yet met with accountant. Suggested asking about separate bank account for fund raising deposits and accounting recommendations. | |
| Ownership | Dayna either in person. Include any new events, presentations scheduled, current ownership number, any needed direction from Board | 627 owners posted earlier and 3 added in last few hours. Will do a count down once we have 650 Ownership committee thought about a \$500 incentive for the last 100. Tony , Scott motion and approved; do it and to work out details for further approval. Wants to change the time of ownership meetings to the second Thursday at 4:30 prior to the Pop Up Office hours and to expand those evening hours. Ryan volunteered to be the board liaison to the ownership committee. Will be moving Pop Up Office to the Schuette building February 3 for two or three months; no request by Mr. Doneff for utility contribution. Leann notes she will be able to give day time hours to pop up once the campaign begins. Hopes the silent campaign will be soon. Discussed the need for volunteers at the pop up during Feb/March. | Dayna should report to Board after meeting with ownership |



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| | | <p>Will use a lock box for key so volunteers can access. Lori has a lock box we can use. Leann will provide two office chairs. Dayna notes there will be other needs as we go forward. Group came up with other items to provide.</p> <p>Business / employee incentive is being explored actively with several businesses.</p> <p>Lauren Baur volunteered to edit the newsletter. Thought to move to every other month publication. Would allow improved content. Asks for articles for publication to be saved drive under "Newsletters"</p> <p>Yacht club event - got volunteers and discussed expectations for question response.</p> <p>Meet ups - well attended. New owners and reconnecting. Discussed schedule. Board next set to speak on Feb. 6. Feb. 20 create a Vision board activity about what the co-op will look like.</p> <p>Discussion as to use of the space and how to get the volunteers for campaign and other activities.</p> <p>Other events coming: Pizza Garden Trivia night, Roorbach's will host an event and again offer \$50 gift certificate for anyone purchasing during the event.</p> <p>Thinking about fun activity for countdown to site reveal.</p> <p>Asked that secretary add Dayna to draft minutes access/distribution. All comfortable given attendance and participation in discussions.</p> | <p>Leann will work with Beth/Dayna to figure this out.</p> <p>Pat will add</p> |
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| | | Note the real need for the data system and she (Dayna) is researching. | Report soon. |
| Site selection | Tony - Market study update, letters to site owners, any information from city | <p>Letter from Debbie - G2G. Oshkosh just announced their site after using this organization and recommended it.</p> <p>Explained our original study was more of a feasibility study. Dakota would focus on that again. G2G does what we need, weighing the validity of the sites. Advantage to this type of report is that it can be used for loan applications.</p> <p>Tony recommends we hire G2G. Tony's moved that we request a formal proposal from G2G. John seconded motion. Discussion. All agreed.</p> <p>Also Tony moved to identify team for communication with the city. Important to have one point of contact. By motion, suggests self and Leann (site & finance,) John seconded. All approved.</p> <p>Tony doesn't feel letters to site owners at this time is appropriate, even to advise inclusion in the market study. Continue to keep this information confidential.</p> <p>Scott moved with 2d by Pat that the Schuette, HTR and 11th & Buffalo be subject of the study. All agreed. Note.. names of sites MUST be omitted from the public version of minutes.</p> <p>Board also recommended accepting any professional opinion of G2G evaluators on any other sites and to determine the efficacy of evaluating the fourth property.</p> | <p>Tony will respond to G2G; get proposal details.</p> <p>Tony will advise Nick Mueller of contact.</p> |
| Capital Campaign - Grants | Leann | Teams laid out and goals in hand out to the board. Leann volunteers to lead the Owner loan team. | |
| Capital Campaign - other aspects | Leann, Beth Reports, Requests | Proposed the organizational start. Beth and Mary on the donation side. John would lead grants... Leann provided John with | |



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| | Discuss role to be played by Mary Maurer, contract | <p>application information from sources identified by Beacon. He can start now.</p> <p>Communications... Mary and Dayna are appropriate team for this function.</p> <p>Need to establish procedures for donations for handling funds, data, thank you.</p> <p>Mary's role less than originally expected, but she lowered her proposed fee by only \$10,000 or so; Leann feels it is high. Perhaps if meeting goals, incentive payments would be appropriate.</p> <p>Proposed offering a retainer of \$15,000 with \$20,000 at one million and balance of proposal at 1.8, 5% of any amount over the 1.8.</p> <p>Hopes to have materials to give to lawyer by 1/31</p> <p>Pat moved to send Mary the counter-proposal stated above, second by Beth, approved.</p> <p>Beth and LeAnn will present to Mary. If she agrees, sign. If counters, submit to board by email to keep discussion moving.</p> | |
| Creation of Calendar for Board | Naomi/Pat | Discussed earlier. In concept this would be helpful. Tony will start to formalize | See draft in between at exec. |
| Board Development- includes election and annual meeting | Pat Sundays 4/19 , 4/26, and 5/10 are currently available. | <p>Noted that 5/10 is Mothers Day. Pat noted she is not available on 4/26. All agreed that April 19 at First Pres. 4 -6 would be the next annual meeting.</p> <p>Leann indicates that hopefully it can be a big kick off event for public loan campaign and possibly site revelation.</p> | |



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| | | Pat Is resurrecting the Nomination committee and has one potential candidate in mind. Will focus on recruiting retail or HR experience given the hiring of a General Manager for the store. | |
| General Manager Committee formation | Naomi | Marsha Donlan is willing to help with GM hiring committee. Need more people. | |
| Art Slam involvement 2020 Life's All here .com add participation | Naomi | Art Slam has requested that we be a sponsor again. Event gained a new audience and exposure. Felt worth the money. Scott made the motion and Tony seconded the motion to again sponsor at the \$250 level as was done in 2019. | |
| Any new business from Board members? | Discuss/ add to next agenda as appropriate | Approve documents | |
| Wrap up | | Adjourn 8:15 Tony , Scott motion and second | |

Month and preferred dates, locations & format for Annual meeting - will book.

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| | Parking Lot Items |
| 1. | Board Policy creation and Committee charter review/creation |
| 2 | Business sponsored ownerships. Board has authority to create. |
| 3 | Formation of Capital Campaign Committee |
| 4 | Formation of Committee to write grants |
| 5 | Revisit Annual meeting discussion in Oct/Nov. HOLD earlier in year? |

Calendar of Events

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| Date | |
| January 15 | Board Meeting |



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| January 16 | Thursday Meet up ? |
| January 20 ? | Executive Committee |
| January 21 | Peer Call Ownership Growth 4 pm |
| January 22 | Chili Dinner at Yacht Club |
| January 23 | Thursday Meet up |
| January 29 (a 5th Wed) | Board Meeting |
| January 30 | Thursday Meet up |
| February 3 | Move PopUp office to Schuette Building |
| February 5 | Board Meeting |
| February 6 | |
| February 11 | Executive meeting |
| February 12 | Downtown Manitowoc Meeting 4 pm Social @ 5 @ C21-Aspire Ownership committee meeting |
| March 5 - 7 | Up & Coming Conference |
| Between April 15 - May 15 | Annual Meeting/ Election |
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Will start inserting a version of the new calendar with the multiple columns for each groups activities.