



Clipper City Co-op Board Meeting

Minutes

Date: January 29, 2020 6PM - 7:45

Location: First Presbyterian Church

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

Absent: Tony Fodden

Topic	Notes/Discussion points	Decision	Date
6:00 Welcome; Call to order	Welcome- Read positive messages we have received from owners. All Sign Thank you to Jill Iverson.	Board received thank you from Jill with flying kite momentos regarding our success. Owners are responding to our FB posts and activities with their own stories.	
6:05	Current ownership numbers	676 Members with what is turned in at meeting. That's 46 in last two weeks!	
6:10	Approve minutes from 01/15 board meeting	Leann moved to approve. Second by Scott. Minutes approved.	
6:15	Review and discuss the timeline made by Tony	<p>Tony absent.</p> <p>Gave John time as he had a number of matters. Handed out the 2019 income & expense report. Would like to work on the 2020 Budget which will be significantly different. Remember it is an estimate. 2019 Expenses were lower than budgeted, even with the higher wages, but so was revenue. Of course recent revenue is higher.</p> <p>Proposed at Capital Campaign meeting that we have a separate account for the fundraising activities.. JE move with LH seconding that we set up the capital campaign account at Shipbuilders. Beth abstained. Approved. John will get debit card, online viewing for different individuals as needed.</p> <p>Also raised concern with the hyperlink in HTR article and how it redirected people to another site. Must be careful as articles and ads are posted to different</p>	Ryan will report on

		<p>sites. Best to avoid using hyperlinks and simply give the address for our website.</p> <p>John Introduced the GAP certification program and how it would benefit us. Producers will need this certification so starting now is important. Ryan indicates that it is not complicated... clean/dirty separate for example. But it is change to practices that require thought and effort. Believes value to starting now. Ryan would head this effort. John would program participation include in grant applications. Program as a whole would be work but valuable. Numerous promotional ideas began flowing as board discussed producer gatherings..</p> <p>Tony's timeline shared with all. Activities are clear and this should be disseminated for sharing with owners. Illustrates the work and time needed for the tasks to open doors.</p>	this on 2/19
6:30	Capital Campaign Update with regards to date and timeline of launch.	<p>Beth - contract has been finalized with Mary and Cedar Collaborative. Discussion of the partnership of campaign with Dayna; need to formalize the hours, expectations etc.</p> <p>Mary will be contacting Jill about volunteers and positioning. Will be working with Dayna.</p> <p>Timeline for campaign - "soft" kickoff mid march. Will do something Big at annual meeting</p> <p>Discussed what type of access for Mary will need to information. Next topic.</p>	Pat to provide Leann and Beth with David Sparer contact
6:45	Access to the drive by Mary Mauer how much should be available to her?	<p>Everyone is in agreement with Mary having view only access to entire drive with additional access as needed. Allow creation of her own folders. Grant her an Email if available.</p>	Pat will work on and advise
6:55	Hiring a bookkeeper / options available	<p>Our bookkeeping is becoming more demanding with the huge influx of owners. There is the monthly billing for installment payments along with the other obligations. John could use help.</p> <p>Decided to discuss with Kim Everett, as she will be returning soon. Naomi has the information from Jill to contact her. Original treasurer, early board</p>	Naomi



		member etc. Actually still owns many files on the drive. Hopefully she will be willing to assist us.	
7:00	Market Study update	Based on the information provided by Tony, John moved that we hire G2G and begin our next market study, Beth seconded the motion, all approved. So get this underway ASAP	Pat will contact Tony.
7:15	Discuss the plan for getting an ownership data system ordered. We don't need to discuss the pros and cons of what's out there at this juncture. We will delegate a few people to do the research.	John referred a system Zoho to Dayna, she found others used by co-ops. Ask her to present with costs on 2-5 for vote. Systems have monthly costs and report should include that information. Be prepared to answer questions about what the systems will allow. Functions we need, and Dayna's comfort.	
7:20	There is a need for a co-op owned computer to be used for ownership committee work.	<p>Beth donated computer from bank. John has set up and it works. Network card was needed, Monitors are needed. Should find out how many are needed before buying.</p> <p>Need to find out what equipment is needed for the Schuette pop-up location. Code will be in the building system, don't need separate locked box. Discussion of moving day.</p>	
7:25	Dayna Kennedy job review	<p>From both perspectives it was a very loose job description and vague. Expectations were unclear. Needs to be solidified going forward. Board should list priorities and tasks. Includes thoughts for Tekla.</p> <p>New Item. With the pop up and the campaign location discussed the continued need for the Church office. Have outgrown the small space. Shipbuilders would have meeting room available as well as more storage. Lori moved to leave church, John seconded. All agreed with Beth abstaining. Naomi will talk to Pastor Matt. Get most of our belongings out asap but formally vacate by end of the month.</p> <p>Have the Shipbuilder on Rapids as new temp home for our working office and meeting area.</p>	Feb 5 meeting at new location.
7:45	Closing Calendar check	Pat will report on election, annual meeting etc at next meeting.	



		Scott moved to adjourn at 8:00. Second by Ryan.	
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Calendar of Events

Date	
January 30	Thursday Meet up
February 3	Move PopUp office to Schuette Building
February 5	Board Meeting
February 6	Board at the Meet & Greet
February 11	Executive meeting 5 - 6
February 12	Downtown Manitowoc Meeting 4 pm Social @ 5 @ C21-Aspire
Feb 13	Ownership committee Meet Up
Feb 19	Board Meeting
Feb 20	Meet Up
Feb 25	Executive Committee
Feb 27	Meet Up
March 4	Board Meeting
March 5 - 7	Up & Coming Conference
April 19	Annual Meeting/ Election

Should add other meetings...

Nominating committee is meeting on Tuesdays at 5. Contact Pat for which weeks and details.

Capital Campaign