

Clipper City Co-op Board of Directors
Synopsis of 2020 Meetings from minutes

January 15, 2020

Began year with 601 owners; already at 630. Pop-up office is a success and busy. Need to think about how to mark the 750 when reached. Concerns that the President doing too much; role definition needed for all. The President should not chair committees. Executive committee will meet between regular meetings. The 750 message needs to be controlled. Owners and the public must understand that is a step along the way. Preparations under way for capital campaign; taxes; a number of issues to discuss with accountants. Fund level is steady. Ownership committee needs a board of directors member, not enough to have paid employee running. New editor for newsletter; Events for ownership. Discussed hiring G2G for site study. Need contact person for the city. Discussed date of annual meeting.

January 29, 2020

676 owners! Reviewed financials, proposed budget. Capital campaign banking needs. Introduction of USDA program co-op could use with producers. Will include in grant applications. Revised timeline approved which shows the work to be done before there is a store and the doors are open. Capital Campaign has contract with professional, plan soft start mid-March and more at annual meeting. Treasurer needs help with bookkeeping due to influx of owners. Concern about installment payment collection. Hire G2G. Looking at data systems. Moving out of church office and meeting areas.

February 05, 2020

701 owners. Publicity in HTR. Capital campaign budget determined. Viewed space for capital campaign office. Drafts will be sent to lawyer for approval. Election planning. Progress regarding a possible data system. Various additional email accounts and other items approved. Appointed Board member to supervise employees and liaison with cap campaign professional. Noted website needs updated location for board meetings.

February 19, 2020

719 owners. Will add a closed session to agenda to discuss employee and site matters that may come up. Capital campaign doesn't feel data system appropriate. Starting to plan events at local businesses. Miscellaneous details for cash handling at events. Farmer's Market plan. Pop Up meeting discussion. Closed session on site and G2G study.

March 4, 2020

732 owners Discussion of Up and Coming conference attendance; plans for pop-up while away. Financial documentation for grant applications and annual meeting sought. Difficulties with accountant. Cap campaign materials are nearly ready, other professionals offering assistance. Community Education about Co-op is still needed. Board candidate in attendance. Annual meeting will include 750 celebration..

March 10, 2020

Emergency Meeting - closed in full

March 18, 2020 Hybrid in person and teleconference

736 owners; Several directors attending by conference call due to COVID. Up & Coming Review; Several ownership events planned.(first notation of pandemic- related to closing office); Cap campaign documents sent to lawyer. Use virus situation to explain how local sourcing can help? Selected new annual meeting date. Will give notice of delay. Initial mailing not completed, only printing. Discussed idea to improve recognition by rebranding. Closed session - G2G visit and site matters.Egg shortage noted and will use Co-op connections to help.

April 1, 2020 Zoom meeting

741 - discussed how that is not accurate due to misnumbers and refunds.Staffing changes and how to cover work. Some looking toward possible lifting of restrictions, send election materials out earlier than required. Free educational opportunities. Closed session on site.750 is about to happen. Recognize in light of shutdown? Extending deadlines on fundraiser's contract.

April 15, 2020 Zoom meeting

753!! 750 video was distributed to celebrate. More ideas to recognize. Election open; need to cut down mailing portion; remains over 200.Discussion of possible future bylaw changes.Egg and potato sales happening. Suggest selecting new accountant.Charter for cap campaign. Revised campaign budget. Interviewing for new employee. Adjusting all plans as if closed under restrictions until August. Offer for long term temporary office.Closed session regarding site. Study results. Invite candidate to attend all meetings as uncontested seat.

April 22, 2020 Zoom meeting

Special Meeting - closed in full

April 27, 2020 Zoom meeting

Special Meeting - closed in full

April 29, 2020 Zoom meeting

Special Meeting - closed in full

May 6, 2020 Zoom meeting

Still looking for a way to start the capital campaign. Further staffing changes. Grants have shifted to COVID relief. Access for new temp office. Planning for virtual annual meeting. Set next meeting for decision on site. Meet with parties involved prior to that.

May 13, 2020 Zoom meeting

Special Meeting - closed in full

May 18, 2020 Zoom meeting

Special Meeting - closed in full

May 20, 2020 Zoom meeting

Successful event at Roorbach's brought on another 21 owners. 797. Will be at Farmer's Market. New hire has been made. Plans for campaign launch in July. Preliminary thoughts on re-opening the office. Discussion of sales in temp office. For annual meeting, Pat will participate at office to allow walk-in live voting. Decision to send letter of intent on one site, but continue gathering information on other options. Multiple sites is a positive message for annual meeting.

June 3, 2020 Zoom meeting

Positive response to the virtual meeting. Discussion of data system continues. Issues with product for Farmer's market program. Staff responsibilities. When to open office. Officer election in July. Closed portion about specific location.

June 17, 2020 Zoom meeting

New employee had report and requests. Plan for office hours; efficient use of time and resources. GM search process, changing dates for events in light of cases surge. Letter of intent discussed further.

July 1, 2020 Zoom meeting

Officer election, audit of membership...matching payments and names. Campaign is on hold. Loan documents being worked on further. Closed session on selection of architect.

July 15, 2020 Zoom meeting

Directors to sign legal documents. New accountant. Accounts receivable. Promotional video project. GM project at development of job description. Plan for board retreat with professional education component.

July 29, 2020 Zoom meeting

Special meeting- architect discussion; preliminary look at "Ask materials"

August 5, 2020 Zoom meeting

GM material nearly ready. Need volunteers, materials to re establish contact with owners available; Trying to make initial contacts on capital campaign. Discussing reaching out to local philanthropic organizations.

August 18, 2020 Zoom meeting

Updates from all, site moving very slowly, some progress in all areas, including capital donations, still unable to begin normal face to face meetings with owners and don't know when that may be. Pro forma discussed.

September 2, 2020 Zoom meeting

Looking for ways to begin reducing expenses. Closed session regarding site. Working on collection and record extension. Need to educate community including those operating philanthropic organizations that would help with funding. Updates on grants. Ready to post for GM position. Anticipate reaching out to former board members and steering committee next for

soft campaign. Figuring out ways to continue publicity and events. Approved an ownership transfer.

September 9, 2020 Zoom meeting

Special Meeting - closed in full

September 16, 2020 Zoom meeting

Want to preserve the donations rather than use for operational expenses. Trying to set up ownership campaigns as this remains a necessary part of progress. Board will begin writing for the newsletters. Operations coordinator is involved in all aspects of co-op and starting to look for producer connections. Professional fundraiser cannot extend beyond November; explained the issues with campaign to date. Closes session regarding site.

September 30, 2020 Zoom meeting

Special Meeting - discussion regarding potential online sales. There are co-ops doing this successfully. We need to determine the process and how you don't lose sight of the basic mission.

October 7, 2020 Zoom meeting

Layout processes for election and bylaw changes. Need to set Annual meeting date to work backwards to the dates for each step. Financial discussions including sponsorship for videos produced for site and cap campaign. There are signs of disagreement and loss of focus as unable to make progress. Discussion of needed Board training.

October 14, 2020 Zoom meeting.

Special meeting. Discussion of Site announcement, whether to proceed, how to phrase it. Can't go further with campaign without a site being announced, but site is not a sure thing. Created a script to provide news to owners. Continue looking at obtaining financial or pro forma update.

October 21, 2020 Zoom meeting

Board has information that makes the effort appear unworkable. But it is an early version of pro forma and the details as a site is selected is what will determine feasibility. Board agrees to look for professional assistance. GM search has candidates to interview but questions about salary. Place contractor and architect on hold due to funding issues.

November 4, 2020 Zoom meeting

November 11, 2020 Zoom meeting

Special meeting; officer resignations. Can we rely on our information or what the professionals have given the COVID changes? Examine the online operations and availability of used equipment to get started.

November 18, Zoom meeting

Elected officers to fill positions. Discussed process for filling seats. Tentative date of March 21 set for the annual meeting. Site, office, mailed the capital campaign packet. Some reduction in the accounts receivable. Looking for local partnerships. Initial contact regarding an online presence.. Shorten board meetings by doing committee work separately.

December 2, 2020 Zoom meeting

Several persons attended the meeting as potential board members. Focus on the mission, farm to table process. Fundraising calls made as follow up to packets. Most want more time to think, more information or are unable due to pandemic. Need to reestablish the committees. Which are most essential? Change to monthly meetings going forward.