



Clipper City Co-op Board Meeting

Minutes

Date: 6PM - 7:45

Location: First Presbyterian Church

Present: Naomi Raddatz, Tony Fodden, John Ellerman, Pat Koppa, Ryan Sullivan, Leann Swartz, Beth Steimle

Absent: Lori Hagenow, Scott Retzak

Topic	Discussion/Notes	Decision	Date
Welcome			
Approve minutes from 10/30/19 board meeting	Motion by John, second by Leann	Approved	
Review four cornerstones in three stages and Discuss the Timeline from FCI	Pat/Naomi brief review of discussion from last meeting - Pat sent out the full "adjusted" timeline noting that it is only highlighting what is needed. We still must review and add new timeline goals.		
Discuss a formation of a grant writing committee and a Capital Campaign committee with charters to be presented at the next meeting. Looking for help in putting the charters together with a timeline consideration on both of them.	<p>Leanne indicates she would like to work on the grant writing and very interested in working with the other aspects of the capital campaign. Beth is interested in working on the campaign as well.</p> <p>Tony moved that we form a grant writing committee and a capital campaign committee; both with charters to be created and approved at 11-20 meeting . second by John.</p>	unanimously approved.	Tony will bring draft charters to the 11-20 meeting.
Conference Call from Mr. Kevin Edburg of Cooperative Development Funds regarding working with us as a potential partner in helping the co-op obtain grant dollars and philanthropic gifts in a proper way. Please read MOU document for	<p>CDF has worked with about 12 co-ops in the last decade. Practice has evolved into the MOU and FAQs as presented. There are 6 currently active clients.</p> <p>Process begins with MOU, defines the eligible expenses. Can include consultants, and the GM etc. Donor intent is to be honored so that we get the money.</p>		

<p>questions that you may have.</p>	<p>Most of their work is with charitable contributions. Checks written to CDF of CDS. Fund completes the tax letter requirements. They deposit the net amounts into a segregated account. Match can be arranged. e.g. State Farm Ins. matches employee donations. Have been involved with the FB donation process as well. Willing to learn about new options if available.</p> <p>Grants - This is a "it depends" question. Some community charities will give a grant but it is so much like a gift that it is processed like the donations. Fund sends the determination letter to foundation after information exchange with the community foundation. We would complete forms but work with Kevin before submitting. We would also be writing the reports with the Fund providing the financial information. Collaborative effort/</p> <p>Corporate grants may be given to generate good will and may be able to be made directly to us without needing the 501c3. If a grant that requires management/ reporting we would be primarily responsible.</p> <p>MOU begins when signed and continues until one year after we open the doors. Can be extended if there is a reason.</p> <p>We have some funds \$132 in our account from prior agreement. Will formally terminate that agreement to initiate the new one with the new fee structure. Will honor the original agreement during the 30 day termination period.</p> <p>Our paid organizer or our ownership coordinator do not violate the fundraiser.</p>	<p>Tony made motion to sign MOU with the CDF of CDS. Seconds by Leanne and Ryan.</p>	
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		unanimously passed.	
Review the proposal from Cedar Collaborative to help with the capital campaign. Review the information received from Cedar Collaborative and the Katie Novak consultant partnership for those who were not at the last board meeting. Think about nominations of people on our own contact lists who would be a good fit for the capital campaign committee.	<p>Lengthy discussion about what we want and need. Explained to newer members that there is a structure from FCI for capital campaigns and we have a plan for Mary to meet with Katie.</p> <p>Katie and Mary have both agreed to work together.</p> <p>Beth needs to get up to speed to assist and will get a copy of the FCI guidebook.</p> <p>Katie and Mary have contact information and will reach out to Beth.</p>		Pat to send links to the Capital Campaign Guide to all board members.
<p>Open discussion regarding timeline/downtown office/calendar. Thank you Jill Iverson for your work on this.</p> <p>-Looking for help at our table for the Holiday Extravaganza to be held at the Expo building Nov 8 and 9.</p> <p>Leanne set up a meeting with Deby Dehn On November 12th at Jenn's Java to discuss the WHEDA loan.</p>	<p>Leanne mentioned that this is a face-to-face meeting and all are welcomed to join.</p>	Tabled due to lateness of time.	
Site Selection procedures: Discuss the evaluation tools that the board of directors will use to evaluate the sites that are available at this time. Discuss dates and times that would work for a meeting between available board members and the site selection committee as an effort to	<p>Tony explained their process and that they intended to bring the list and criteria to the next meeting.</p> <p>Committee tomorrow and they will come with their information to the next Board meeting so the Board can move to work with the market study.</p>		Site Selection will attend on 11/20

progress with them as a team and have agreed upon expectations and deadline dates made to keep us all on the same page!			
Wrap up	8:15	Adjourned with motion by Tony and second by John.	

	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

Date	
November 8 & 9	Holiday Extravaganza
November 10	Co-op Board Training event. to be moved
November 20	Board Meeting
Dec 4	Board Meeting
Dec 5	YP Connect at Courthouse Pub 5 - 7
Dec 10	Chamber Holiday Reception Time Out 4:30 - 6:30
Dec 18	Board Meeting
January 15	Board Meeting
January 29 (a 5th Wed)	Board Meeting
Feb 5	Board Meeting
March 6 & 7	Up and Coming, Madison
April ????	Annual Meeting/ Election