



Board Meeting Minutes w/corrections 2/13/17  
January 9, 2017 6:00pm  
701 Second Street, Hudson, WI

### Pre-Meeting Session:

- Meet and Greet with Michelle Sjobeck, potential Board member
- Determined the agenda items for the meeting on January 11 with Stuart Reid, Executive Director, Food Co-op Initiative.

#### 1. Call to Order

Called to order @ 7:08pm

#### 2. Approval of Minutes from December 21, 2016

Sarah motion to approve, Nick second

#### 3. Approval of Agenda

Sarah motion to approve, Nick second

#### 4. Owner forum. Opportunity for Owners to make the Board aware of topics/issues/opportunities.

N/A - no owners in attendance

#### 5. Board Reports

##### a. President's Report

##### i. Email communication & expectations

Katie asked about response time on emails if we're going to be doing more decision-making over email. Both Sarah and Michele won't be able to review emails until after working hours each day. **ACTION:** Nick will add a new GMail email address for himself for purposes of receiving co-op email. Katie and Sarah will meet with Christy from Web Peeps and re-map the email addresses for the Board.

##### ii. Equitable distribution of board work

Katie mentioned that we need to look at what time do people have to spend on Board work. No decisions were made on responsibilities.

##### Up & Coming Conference plans/budget

Katie will register Board members who will attend. Sarah will ask Liz from Owner and Volunteer Committee if she is interested in attending, and Carol will ask Deb Beaudway from Marketing Committee.. Katie will check back with everyone in 2 weeks about who can go and when available to leave.

##### b. Vice President's Report - none

##### c. Treasurer's Report

- Stock return policy changes - **ACTION:** ~~Sarah~~ Katie [correction 2/13/17] will report this at the February meeting.
- FCL grant follow-up - per email from Stuart Reid, the seed grant balance for HGC is \$4,141.89
- Bank Balance is \$11,700 balance in the bank. Sarah will put the balance sheet in the Google drive.

##### d. Secretary's Report - none

- e. **Other Director's Report** - none

## 6. Old Business

- a. Website training session . Christi recommended a training session for the Board. Decision: Katie will get info as needed from Christi, and pass on to the Board rather than train everyone.
- b. Website domain migration - Christi donated her time to originally develop the website. The current platform no longer supports WordPress transactions. Christi migrated the site to WP Engine mid-January, and Web Peeps paid for half the cost. **ACTION:** Sarah to inform the Board of the cost to HGC .

## 7. Committee Reports

### a. Ownership & Volunteers

- i. Follow-up regarding owner info and potential use of data to assist in more targeted marketing, etc.

In the ownership database, there is a place to gather skills if received from new owners.

On Monday 1/16/2017, **ACTION:** Marty will download the spreadsheet from the ACT database, and save it in Google docs. Board members should access the download and add any known business affiliations. The purpose of this is to better utilize our owners to increase our owner numbers. Plan to complete this by Feb 3.

### b. Marketing & Communications

Carol stated that HGC is planning to host an event, e.g. Winter Market. Tentative date of 2/25/17. **ACTIONS:** Deb Beaudway on Marketing Committee created a spreadsheet of vendors provided by Jacki Bradham. Board agreed that we should contact all the vendors that are listed on the sheet, and see who responds. Carol will send the email to the vendors, and ask for a response by February 3.

### c. Steering

- i. 2017 meeting dates. **ACTION:** Nick will schedule quarterly meetings of Steering Committee

## 8. New Business

New Board Member Vote .

The board approved Michelle Sjobeck as an owner, and the Board approved the appointment of Michelle as a new Director on the Board. Welcome Michelle!

## 9. Other Business

- a. Future meetings dates

Katie may propose meeting on a different night, but nothing firm was decided

## 10. Adjournment

- meeting adjourned at 8pm

**Next meeting is February 14, 2017. ACTION:** As this is Valentine's Day, Katie to check that all board members are able to attend, or she will reschedule.

Submitted by Carol Zempel, Secretary