

**Hudson Grocery Cooperative  
Board Meeting Minutes  
December 8, 2015  
701 Second Street, Hudson, WI**

**Directors present:** Sarah Atkins, Jacki Bradham, Don Kirkpatrick, Katie Nelson-Heil, Nick Meurett, Marina Onken, Rebecca Peters and Carol Zempel

**1. Call to Order**

*President Kirkpatrick called the meeting to order at 6:35 p.m.*

**2. Approval of Minutes**

*Motion by Atkins to approve the board meeting minutes with a correction to say “discuss annual goals”. Second by Onken. Motion carried unanimously.*

**3. Approval Agenda**

*Motion by Onken to approve the agenda with the addition of articles of incorporation under Old Business. Second by Atkins. Motion carried unanimously.*

**4. Owner Forum - None**

**5. Board Reports**

**A. President’s Report**

Kirkpatrick noted that Director Tobias submitted her resignation from the HGC board.

At the January Board Meeting directors will work to finalize goals and budget for presentation and approval in February.

Other areas of work include: revisiting the focus of each of the committees; assigning new email addresses then re-sharing Google Docs; verify committee members and updating them on Google Docs.

**B. Vice President - None**

**C. Treasurer**

Atkins noted a balance as of December of \$24,441. The first HGC Board received a matching grant from Food Co-op Initiative and those funds have been used for training and the market study.

**D. Secretary - None**

**E. Other Director’s Report**

Onken attended the Small But Strong seminar and it was a great experience discussing topics of General Managers, How to operate professionally, how to be profitable, market plans, financing start ups. HGC is on track and we need to continue through the start up process.

## **6. Old Business**

### **A. Website and email address updates**

Christi presented a training session last week on how to update the website. She can set up email addresses for HGC Officers and Directors.

### **B. Articles of Incorporation**

No corrections are needed. The articles need to be uploaded to the Google Drive.

## **7. Committee Reports**

### **A. Fundraising & Finance – None**

It was noted that in 2016 HGC will need to have an active Finance Committee.

### **B. Ownership & Volunteer**

One new HGC ownership application was presented to the Board.

370 - Linda Sloglund

*Motion by Onken to approve one new HGC ownership application. Second by Atkins.  
Motion carried unanimously.*

Atkins noted that the Annual Meeting was a good event. The Phipps Center was a good location

The committee meets next week and there are some new volunteers.

### **C. Marketing & Communications**

Onken noted the committee has been working on marketing plans based on HGC's mission. Including ideas to build content, craft a clear message and working with volunteers on that message. The Committee will plan a budget requesting funds for marketing.

### **D. Steering**

Kirkpatrick noted upcoming Board education opportunities: the CBL 101 on January 9th and the "Up and Coming" conference on March 10-12 in Bloomington IN.

### **E. Vendor Relations - None**

## **8. New Business**

### **A. Selection of Officers**

Kirkpatrick noted that the Secretary manages the documents for HGC, these meeting minutes, save documents for long term records including uploading them to the Google Drive.

The Secretary and Treasurer need sit on committees but should not serve as committee chairs.

Atkins indicated she would continue as Treasurer. Bradham noted she did not wish to continue as Secretary and Kirkpatrick noted he will be rotating off the board in November and as President he can not chair the steering committee.

*Motion by Kirkpatrick to nominate Atkins as Treasurer. Second by Onken. Motion carried unanimously.  
Motion by Peters self-nominated for Secretary. Second by Atkins. Motion carried unanimously.*

*Motion by Onken to nominate Kirkpatrick as President. Second by Zempel. Motion carried unanimously.*

*Motion by both Nelson-Heil and Meurett self-nominated for Vice President. Second by Atkins and Onken. Ballots were distributed and Nelson-Heil received the most votes.*

## **B. Appointment of Committee Representatives**

Atkins will chair the Finance Committee. The committee meets on the 1st Monday of the month.

Peters will serve on the Ownership Committee. The committee meets on the 3rd Monday of the month. Other committee volunteers are Marty, Jana, Cheryl and Sarah.

Onken will chair the Marketing Committee. The committee meets on the 1st Tuesday of the month. Other committee volunteers are Carol, Jacki, and Nick.

Nelson-Heil will chair the Steering Committee. The committee meets on the 3rd Wednesday of the month. Other committee volunteers are Don and Marina.

## **C. Annual Goal Development**

The committees set their goals and this feeds the board goals. Committee goals and budgets are presented in January and approved in February.

Committee Charters also need to be updated for 2016.

Budgets are based on the annual calendar, however HGC's fiscal year runs July 1 to June 30.

**Closed Session** - None

## **9. Other Business**

### **A. Close Session**

The Board went into close session to discuss and issue that was present to the Board.

**B. Next board meeting:** will be moved to Wednesday, January 13th at 6:00 p.m. the February meeting is Wednesday, February 10th at 6:00 p.m.

## **10. Adjournment**

*Motion by Onken to adjourn the meeting at 8:58. Second by Atkins. Motion carried unanimously.*

Minutes submitted by  
Jacki Bradham  
Secretary, Hudson Grocery Cooperative