



HGC Board Meeting Minutes  
5:30pm Library room 216  
12/12/2017

**1. Call to Order (5:32)**

**Directors present:** Katie Nelson-Heil, Sarah Atkins, Melanie Herberg, JoAnna Demulling, Jacki Bradham, Steph McCormack, Carol Zempel

**2. Closed Session (5:30 – 6:30)**

a. Office Elections: the following individuals were elected by majority vote of the board.

President: Katie Nelson-Heil

Katie: Carol nominated, JoAnna seconded; Votes: Carol, JoAnna, Stephanie,  
Katie

Sarah: Melanie nominated, Jacki seconded; Votes: Melanie, Jacki, Sarah

Vice President: Carol Zempel

Carol: Katie nominated, JoAnna seconded; Votes: JoAnna, Stephanie, Carol,  
Katie

Sarah: Jacki nominated, Melanie seconded; Votes: Jacki, Melanie, Sarah

Secretary: JoAnna Demulling

Carol nominated, Katie seconded. Board approved unanimously.

Treasurer: Sarah Atkins

Jacki nominated Sarah. Board approved unanimously.

b. Updated Market Study - Defer any decisions until our budget is further developed

6:09 p.m. - came out of closed session

**3. Approval of Minutes (6:30 – 6:40)**

a. Review and approve October meeting minutes

i. Action: Carol update Melanie as attending.

**Sarah motion, JoAnna seconded.** Board approved unanimously.

b. Approve a draft of Annual Meeting Minutes

i. Board will not formally approve - agreed draft of minutes can be posted on website with additional information included: financial.

ii. Updates: Financials; Bess' last name is Ryan; add Bridget O'Meara as founding owners - Carol will complete

iii. Suggestions to add note in the Beet that meeting minutes are available online, could also be mentioned in the board brief per Katie.

**4. Approval of Agenda (6:41)**

**JoAnna motion to approve, Carol second.** Board approved unanimously.

**5. Owner forum (6:42 – 6:52) - no owners attended**

**6. Board Reports (6:52 – 7:15)**

a. President's Report - no report

b. Vice President's Report - no report

c. Treasurer's Report

i. Review financial reports (general ledger, income statement)

ii. Actions: Sarah to deposit petty cash to bank account; Sarah moving expenses to owner/volunteers ledger account, other expenses will move to the meetings account. Board will approve next month along with December expenses.

- iii. **Jacki motioned, Melanie seconded** - Sarah will edit funds - motion rescinded
  - d. Secretary's Report - no report
  - e. Other Director's Report - no report
- 7. Old Business (7:15 – 7:25)**
  - a. **Bauman and Associates (CPA) Update**
    - i. CPA working on process review. Recommendation from Board to get quotes from at least 3 CPA firms, including our current CPA. See what Bauman brings back and proceed from there.
  - b. **Review project plan & action items**
    - i. Project plan and Admin/Legal plan were reviewed. Carol to make updates.
    - ii. Actions:
      1. Stephanie - marketing research and create connection plan.
      2. Roles and Responsibilities - those with edits/reviews should email Carol
      3. Recommended first budget presented to Board in May, finalized in June
      4. Creating second domain .coop and forwarding .org to .coop. JoAnna and Carol to meet with Steve Fox. .org expires January 20, 2018.
      5. Communications Policy - Is being reviewed by committees for feedback.

Adjourn for break at 7:18 p.m.

## **8. Committee Reports (7:25– 7:45)**

- a. **Ownership & Volunteer**
  - i. Updates
    1. Discussion of budget, uses, and goals
    2. Database audit - postponed to 2018
    3. Events and outreach - volunteer party, new owner materials; volunteer training materials; document planning; group presentations; annual meeting; spring owner event (April or May)
  - ii. Approve new owners  
**JoAnna motion to approve; Carol seconded;** Board approved unanimously
    1. Leslie Jackson
- b. **Marketing & Communications**
  - i. Updates
    1. Discussion of budget, uses, and goals
    2. Winter Market (February 17 at EP Rock); owner interviews; fall campaign; and communications policy
  - ii. Other items: chamber membership and benefits - rotational attendance at events; compiling list of known community events
- c. **Steering**
  - i. Updates
    1. Board Education - handout of upcoming FCI & CDS Consulting opportunities
    2. Board Planning with CDS Consulting
      - a. Board retreat proposed for January 13, 2018 facilitated by CDS Consulting; Steering monies are available
      - b. Approved for 1/13/18 from 1 - 5 p.m.
      - c. Action: Carol to make arrangements and inform the Board.

## **9. New Business (7:45 – 7:50)**

- a. Telecommunication options for board meetings
  - i. Continue research on authentication

## **10. Recap/Next Steps (7:45 – 7:55)**

- a. Board orientation for new directors, bylaw review will be scheduled.
  - i. Action: Carol to reach out to new board members regarding their availability.

**11. Adjournment (7:55)**

**Submitted by JoAnna C. Demulling**