



HGC Board Meeting Minutes

01/09/2018; Hudson Area Library, Hudson, WI

Boarded Directors in Attendance: Sarah Atkins, Melanie Herberg, Stephanie McCormack, Carol Zemple
Katie Nelson-Heil, Jacki Bradham, JoAnna Demulling

1. Call to Order at 6:05 p.m.

2. Approval of Minutes

- a. Review and approve December meeting minutes - **Jacki motioned. Melanie seconded.**
- b. Review revisions to Annual meeting minutes - Changed to draft.

3. Approval of Agenda - **JoAnna motioned. Carol seconded.**

4. Owner forum - no owners present

5. Board Reports

- a. President's Report
 - i. Owner Database Updates/Audit: returned/undeliverable postcards from annual meeting given to O/V Committee. Noted that the post office can take 4 - 6 weeks to deliver stamped mail
ACTION: check on regulations/rules for mail deliver.
 - ⇒ Asked post office regarding delivery of postcards vs. other first class mail. Postcards, metered mail, and letters are all considered first class mail and have the same delivery. With enhanced postal equipment, there is no delay of 4-6 weeks for a postcard.
- b. Vice President's Report - none
- c. Treasurer's Report
 - i. Review financial reports (general ledger, income statement): sent documents to board. Made changes for November report. Question on general ledger regarding credits vs. debits (first page). 2016 taxes are paid and completed. **Jacki motioned,**
- d. Secretary's Report - none
- e. Other Director's Report
 - i. I-94 exit changes and potential impacts; dog track 3 part plan (Hanley switching to 3 lanes). St. Croix River Hounds baseball team was approved. Opportunity to partner with fundraising - hype around the activity could work in our favor.
 - ii. Downtown exit will be temporarily rerouted while fixing/upgrading. No new exits from 94 will be added. Projected 1 year to completion from WisDOT.
 - iii. Question on directors' terms - are they tracked? Yes - on Google drive, under Board folder. Everyone but JoAnna is on a three year term: Sarah, Jacki, Melanie, Stephanie - elected November 2017. Carol, Katie, JoAnna have terms ending November 2018. Suggestion of adding column noting appointment of terms from vacated positions.
 - ⇒ Updates to the historic directories and terms document (in the Board folder) have been made. This is also noted in the Steering Committee report.

6. Old Business

- a. Decision re: new domain name for .coop - board agreed to go with hudsongrocery.coop. **ACTION** - meet with Steve regarding transferring/forwarding domains. Work with Christi to bring ownership of .org in to the Board.
 - ⇒ hudsongrocery.coop has been purchases for two years (\$198) versus one year (\$120). A GoDaddy.com account has been created to switch ownership of hudsongrocerycoop.org from WebPeeps to Hudson Grocery Cooperative. Annual renewal of .org is \$20.17. January 2018 needs to be reimbursed to WebPeeps.
Both accounts are housed through hgcoop.secretary@gmail.com account.

b. Review project plan & action items:

Action Items

- i. #1 & #18 are related. Leave #1 - holding it open as we have to have one, we file as 0.
- ii. #20: JoAnna signed and gave to Sarah
- iii. email - in progress. JoAnna working with Michelle to transfer account and set up Jacki's account.
- iv. Phone - tied to Google. Number and voicemail are free. Also receives a transcribed voicemail via email.

Project Plan:

- i. talking on Saturday, January 13 with Leslie regarding Sources & Uses, Finance Committee (high priority - need talk about in Steering).
- ii. Jill Burchill had indicated we should reach out when ready for Finance Committee (Sarah).

7. Committee Reports

- *In addition to general committee updates, the committee chairs should come prepared to report on their progress towards goals, as well as their forecast versus actuals. (For example, how much did you plan to spend and how much of that have you spent?)*

a. Ownership & Volunteer

i. Updates

1. Melanie to send out Hudson Hot Air Affair call for volunteers.
2. Auditing database: matching up database with papers starting at the point that Don & Marty left off after first audit.
 - a. Jacki updates The Beet list
 - b. Discussed volunteers auditing owner information. Consider asking Don & Marty to work on the audit again
 - c. Discussed capability of ACT! to address owners who request anonymity.
 - i. **ACTION:** Katie to forward to Sarah names of those who have requested anonymity
 - d. When email are returned undeliverable after a few times, Sarah records the occurrence and removes the email.
3. Discussed distribution of presentation to community - easiest way to send out is as a Beet article, and sharing on social media. Put on the Drive. Educated owners that the resources are available upon request. Original intent when requesting presentation was making it accessible for small, intimate groups.
 - a. Mom's on the Run scheduled for March
 - b. The Board and committees should identify these groups

ii. Approve new owners - **Sarah motioned. Melanie seconded.**

1. 529: Kate & Ethan Schiller
2. 530: Jill & Mark McNamee

b. Marketing & Communications

i. Updates

1. Meeting with Steve Fox on Jan. 10th regarding domain.
2. Winter Market: Feb. 17th at EP Rock, 10 am - 2 pm
 - a. Flyers/Demos - Katie send email to Nick
 - b. Discussed vendor list.
 - c. Entrance fee? No - consider instituting for 2019.
3. Leslie Jackson fundraiser - discussion regarding details of hosting an event selling items to raise monies. Concerns regarding multiple owners selling the same item. Should mine our owner database - general call for information. Create an event similar to Winter Market allowing our owners to table their product.
4. Calendar - website updated to Google calendar. **ACTION:** JoAnna to share calendar access with other Board members
 - ⇒ Calendar has been shared with Board HGC Google email accounts

ii. New template for committee updates

1. O/V Committee used for January meeting.

iii. Approval of Communications Policy

1. O/V ran out of time at December meeting. Will review at January meeting.

c. Steering

- i. Board retreat plans for 1/13
 1. Attachment and survey emailed - survey is due Friday at 5 pm
 2. Location: Blakeman room at Phipps Center, 1 - 5 pm
- ii. Discuss attendance for Up & Coming and Coop Café
 1. Up & Coming: early bird deadline Feb. 22: Stephanie & JoAnna planning to attend; Melanie will attend pending availability with work.
 2. Co-op Cafe: March 24, in St. Paul.

8. New Business (7:45 – 7:50)

- a. Board meeting guidelines for attending owners
 - i. Based off CDS Consulting document - to help guide the flow of meetings when owners are present.
ACTION: 2nd to last: “Owners who are disruptive may be required...” replace ‘required’ with ‘asked’
3rd bullet: add your “ideas” to “address you [ideas] and concerns”.

9. Recap/Next Steps (7:45 – 7:55)

- a. Budget concerns for Up & Coming/Co-op Cafe in addition to what we will be billed by Leslie/Jan. 13 workshop.
Table until next Board meeting - Sarah can look up amount left for grant funding.

10. Adjournment at 7:53 pm

Submitted by JoAnna Demulling, Secretary