

**Hudson Grocery Cooperative
Board Meeting Minutes
June 9, 2015
701 Second Street, Hudson, WI**

Directors present: Sarah Atkins, Jacki Bradham, Don Kirkpatrick, Marina Onken, and Kathy Tobias

Guest present: Mary Wekkin

Directors absent: Megan Laney and David Larson

1. Call to Order

Vice President Tobias called the meeting to order at 6:32 p.m.

2. Approval of Minutes

A. April Board Meeting

Note

Motion by Onken to approve the board meeting minutes with correction to typos. Second by Kirkpatrick. Motion carried unanimously.

3. Old Business

A. Market Study 2nd Proposal

The Market Study Sub-committee contacted Debbie Suassuna at G2G for an updated quote for two locations both with three sites. The cost is \$9,000 with an additional \$2,000 for the addition of a 2nd location. HGC currently has just over \$11,000 available in the matching grant.

Motion by Onken to order the market study with two locations and up to four sites per location. Second by Atkins. Motion carried unanimously.

The Sub-committee noted that there are other lots in North Hudson that better suited HGC's needs than the .8 acre site on Hwy 35. The "L" shape lot south of the car wash would be a better option. The committee recommended changing this lot for the study.

4. New Business

A. Deitmar's Resignation

HGC President Deitmar Schlei submitted a letter of resignation noting that with his upcoming surgery he will not be able to continue on the board.

B. Elect new Board President

Kirkpatrick will take the president position for the remainder of this year's term, however he noted that a new Chair is needed for the Steering Committee.

Motion by Atkins to elect Don Kirkpatrick as the HGC Board President for the remainder of the 2015 term, through the November annual meeting. Second by Onken. Motion carried unanimously.

Atkins also notes that the Marketing Committee needs a chair. Onken agreed to chair the committee over the next few months.

C. New Owner Drive

The Owner Drive social has been set for July 28 at the Postmark Grille. This gives HGC an opportunity to market this event in the 4th of July parade and at the RiverFest booth on July 23rd. Postmark has offered a burger special for this event.

C. Financial Study

There is a need to find a qualified person to conduct HGC's financial study (or pro forma). Onken noted that G2G recommends resources for qualified people for this work. It was also suggested that HGC Owner Jill Burchill may be able to offer some guidance with this and it was suggested that she be asked to act as the liaison for the pro forma.

The market study and pro forma and needed to provide information the HGC's business plan.

5. Board Reports

A. President's Report - None

B. Vice President - None

C. Treasurer

Atkins noted a current balance of \$18,500.

D. Secretary - None

E. Other Director's Report - None

6. Committee Reports

A. Fundraising & Finance – None

B. Ownership & Volunteer

7 new HGC ownership applications were presented to the Board.

- 313 Rebecca Peters & Frank Mooth
- 314 Susan Brouillette & Jon Bosler
- 315 Jane & Anthony Zappa
- 316 Marc Zappa
- 317 Jennifer Holt & Mike Thomas
- 318 Genie T. Ebertz
- 319 Carrie & Eoin Breadon

Motion by Kirkpatrick to approve 7 new HGC ownership applications. Second by Atkins. Motion carried unanimously.

C. Marketing & Communications

Onkin noted that the Marketing Committee worked on verbiage to clarify HGC's message to volunteers, so all are sharing consistence message.

Post on Facebook are planned to lead up to the July 28th owner drive.

The booth at Ciranda's open house for Yellowstone Trail was successful with three new owners, 12 emails collected and six t-shirts sold.

D. Steering

Kirkpatrick noted that board education should be a priority and a board retreat is needed.

He also noted that it will soon be time to review committee charters and bylaws. Committees need to begin work on setting their goals. The board voting process starts in July for the November elections.

Kirkpatrick noted that the president sits on the Steering Committee, but does not chair the committee.

E. Vendor Relations - None

7. Other Business

It was recommended that HGC start to use project management software. Some thing that in addition to storing document (like the Google Drive) but can also be used to tract projects, work collaborate, set tasks and “to do” list, etc. Atkins has been using Asana for her business, but other software such as Backpack, which is used by River Market Co-op are available.

Next board meeting is Tuesday, July 14 with 6:00 p.m. pre meeting discussion and 6:30 p.m. meeting.

9. Adjournment

Tobias adjourned the meeting at 7:48

Minutes submitted by
Jacki Bradham
Secretary, Hudson Grocery Cooperative