

Agenda for April 1, 2019 Meeting
East Lansing Food Co-op Board of Directors

- **Approve agenda**
- **Approve draft minutes** of 3/4/19 Board meeting
- **Staff update:**
 - Credit union balance
 - Weekly expenses report
 - Stephen and John to sign Lake Trust C.U. forms; copies of driver's licenses can be made here at office
- **Lease for 3026 E. Michigan Ave**
 - Review "blank" lease emailed by Ariana Gibbs on 3/26/19
- **Build-out – where do we stand on these issues?**
 - Electrical contractor?
 - Plumber?
 - Moving of wall(s)? (Still set for April 6-7?)
 - Architectural drawings (Liz Harrow)?
 - Builders risk insurance
 - What is tentative date of build-out completion?
- **Phone and internet service for new building**
 - Contracts tend to be 3 years. Is Board prepared to sign off on that?
 - Phone & internet seem to come as one package these days – okay to do this?
- **Moving out of Harrison Crossing office space:**
 - Time schedule? What is date/dates of actual move?
 - Who will assist Peggy with packing up office? Who will do the actual moving?
 - If moving dates are known in advance, can volunteers be given a heads up?
 - Who will take charge of contacting volunteers?
 - Will we hire professional movers for very large & heavy items like steel desk?
 - Who will pack up and move all our computer equipment? (And who will set up computer equipment at new location?)
- **Hiring a general manager – still need to:**
 - Finalize job description
 - Send via online job sites

- **Farmer contacts:**
 - Report on CSA Fair – conversations with farmers
 - Farmer script -- has everyone reviewed script Marshall prepared?
 - What other prep needs to be done before contacting farmers?

- **Grant applications:**
 - MDARD Value-Added grant – report by Marshall & Kirk
 - Do we have 4 community members who can provide letters of support?
 - What else is needed?
 - USDA Local Food Promotion Program – Marshall able to track down contact on this?
 - Other grant possibilities, e.g. MEDC’s “Local Spaces, Community Places” – where does Board stand on applying for other grants at this time?

- **Annual Meeting and Board Elections**
 - Agenda – who is responsible for creating annual meeting agenda?
 - Peggy will send notice to owners requesting agenda items, per bylaws
 - New project budget presentation for 4/30/19 annual meeting:
 - Who is responsible for creating new project budget to present to owners?
 - Restructuring “membership” fees:
 - Review Chris’s email laying out ideas for this
 - Prepare presentation of new fee ideas for owner discussion at annual meeting
 - Board elections:
 - Recruiting board members will be crucial to making project work since there will be **four open seats** on election day (i.e., the two seats currently unfilled, in addition to Marshall’s and David Reyes-Gastelum’s seats)
 - So far, one self-nomination received
 - Self-nomination forms are due on 4/7/19 (by next Sunday night)
 - Peggy will present Board with a finalized ballot for approval prior to emailing it to owners on or about 4/14/19.

- **Next board meeting(s):** schedule