

DECEMBER

**Oneota Community Food Cooperative
Board of Directors Meeting Agenda**

Tuesday, December 17, 2024 at 5:30 PM
Oneota Co-op Kitchen Classroom

Item	Action	Responsible
1. Call to Order (5:30 PM)		President
2. Agenda Review and Approval	Action	Board
3. Board Learning (5:35 – 6:15 PM) a. UWCC Finance Basics for Board Directors (virtual) b. Financial Glossary of Terms from a Bookkeeping Cooperative (link) c. Other Training Opportunities	Discussion	
4. Member Comments (6:15 PM)	Discussion	
5. Resolution of Member Comments	Delegate	Board
6. Consent Agenda	Action	Board
7. Minutes Review and Approval (11,2024)	Action	Board
8. Policy Monitoring 8.1 G3: Agenda Planning 8.2 L7: Asset Protection	Action Action	Board GM
9. Other Board Business 9.1 GM Report 9.2 Vote on bylaw amendment - regarding "Notices" to allow digital communication 9.3 Vote on Board Calendar 9.4 Vote on Board Budget 9.5 Nominations Report 9.6 Schedule special nominations meeting in January (if needed) 9.7 Discuss financial review / audit options 9.8 Set due date for board candidate statements 9.9 Set meeting in early January to interview board candidates (as needed) 9.10 Member Linkage Committee Updates 9.11 Board Development Committee Updates 9.12 Discussing a course of action for political issue policy development (<i>tabled from 11/24 meeting</i>) 9.13 Clarification of board benefits	Discussion Action Action Action Discussion Discussion Discussion Discussion Discussion Discussion Discussion Discussion Discussion Discussion	GM Board Secretary Treasurer VP Board Board Board Board Board Board Board Board
10. New Business 10.1		
11. January Meeting (1/21/25) 11.1 Policy Monitoring a. G2: Board Job Description b. L8: Communications and Counsel to the Board c. L6: Budgeting/Financial Planning including Business Plan 11.2 Other Business a. Board Treasurer Year End Report (through December previous year) b. Board Assessment of Annual Member Payments c. Discuss plan for upcoming board education d. Board nominates candidates for election e. Develop Election Communication Process per bylaw change f. <i>Reminder of deadline for Board Candidate Statements to be published</i> g. <i>Remind staff to reserve annual meeting space with ADA access</i> h. Audit/Financial Review Update	Confirm	Board GM GM Treasurer GM Board Board Committee Board GM GM
12. Executive Session		
13. Adjourn		