



BOARD OF DIRECTORS MEETING MINUTES

Date:	January 14, 2019	Times:	6:30 - 7:30 pm
Board members in attendance: Dale Case, Adam Simantel, Tobi Page, Sarah Nachtigal, Paul Hanford, Brandon Iwasaki			
Board members absent: EJ Payne			
Owners in attendance: Karen Smith, Kimberly Culbertson			
Other guests in attendance: Devin Baldwin			

1. **Welcome:** introductions and reminder of ground rules
2. **Approvals:**
 - a. Agenda approved by consensus.
 - b. Minutes approved by consensus.
3. **Updates:**
 - a. Business Team
 - i. Tobi provided a business team report.
 1. Current member count is 409.
 2. The board approved a return of equity for a member-owner who moved and had requested that.
 - b. Outreach Team
 - i. Hiring an Outreach Coordinator continues to be the #1 priority. The New Year New Member program is underway. Lawn Sign refresh - we are about to order signs, and planning replacement. Wine Tasting 1/27 at Blizzard - please support social media marketing. A book tour event with author John is being considered for the Fall. St. Patricks' day parade is being planned.
 - ii. Requests to the board
 1. Continue pursuit of Outreach Coordinator hire.
 2. An update on 2018 accomplishments and 2019 plans in relation to the brochure timeline. This will help Outreach improve our outbound messages and our ability to answer questions.
 3. Budget planning for 2019.
 - c. Brand Development Task Force
 - i. Tobi is picking up the relationship with the Beyers going forward and will plan to wrap up any opens and make final payment.
 - d. Website Development Task Force

- i. Task force has disbanded.
- ii. Future web site work is happening with Outreach volunteers; with Brandon taking overall ownership for the web site.

4. Existing business:

- a. Broker selection.
 - i. Paul Hanford invited Devin Baldwin as a guest, to join the meeting. Devin gave the board some feedback on our site evaluation checklist.
- b. Legal counsel selection
 - i. We are ready to have a first meeting with Harris Law Firm, to ask about review of bylaws, and, advise us on employment. Sarah will meet with them.
 - 1. Sarah will setup the meeting. Adam and Paul are interested and optional. We can send questions to Sarah ahead of time.
- c. Director elections.
 - i. Adam and Brandon's terms are up for re-election.
 - ii. Director Recruiting
 - 1. We'll pursue a press release and outreach communications about 3 vacancies. Brandon will contact Sam to see if he wants to help with a press release message.
 - iii. Director Elections
 - 1. Sarah - with Karen's help, will get the election process going.
 - iv. Annual Meeting
 - 1. We need to move the date of the annual meeting. Our new candidate is Sat April 6th or Sat April 13th.
 - 2. Paul and Sarah are planning.
- d. CBLD
 - i. Tobi will pick up the the conversation with CDS.
- e. Oregon Department of Agriculture Grant
 - i. Kimberly Culbertson volunteered to investigate the opportunity and do a first draft application if it is a fit.
- f. Up & Coming Conference
 - i. The conference is scheduled for March 1-2 in Milwaukee, WI. With workshops and travel it is Wednesday thru Saturday or Sunday.
 - ii. Flights are about \$300. We have \$1000 scholarship won at last year's conference to cover conference fees.
 - iii. Paul and Adam will investigate registration and plan travel.

5. New business:

- a. There was a board resignation. EJ has resigned. The board appreciates all of the hard work, leadership, and immense contribution she has made to HFC.

- b. This leaves a vacancy, which can be filled by appointment.
- c. Brandon is starting a transition document, and we'll coordinate follow ups on slack.
- d. The board designated Brandon as interim president of the HFC board.

6. Announcements:

- a. Next meeting: Monday, February 11, 2019 -- 6:30 - 7:30
- b. Executive session, Monday, February 11, 2019 -- 6:00 (no guests, please)

Submitted by:	Adam Simantel	Approval date:	
---------------	----------------------	----------------	--