

**Oneota Community Co-op  
Minutes for Regular Board Meeting  
June 24, 2014 5:30 PM  
Open Decorah, 128 1/2 West Water St.**

**Board Members Present:** Steve McCargar, Deneb Woods, Brita Nelson, Alicia Trout, (Mike Bollinger arrived 5:36 p.m.)

**Board member Absent:** Anne Dykstra, Lora Friest

**GM Present:** David Lester

**Co-op Staff:**

**Member/Owners Present:** Jeanine Scheffert (Bd Admin Asst.)

**1. Call to Order**

Steve McCargar called the meeting to order at 5:31 PM

**2. Board Learning**

Summary:

Board will be going through the Board Procedures Manual in the next three months in order to review it, make sure language is accurate, and ensure we are in compliance. Today we reviewed the section on elections. There are a few questions that need to be cleared up.

**3. Member Comments:**

None

**4. Disposition of Member Comments:**

No disposition required - No comments

**5. Agenda Review**

**Motion:** Nelson moved and Woods seconded to **Amend the Agenda to Add To New Business: Storage of Executive Session Minutes.** Motion **passed** by a vote of 5 aye, 0 nay.

**Motion:** Nelson moved and Trout seconded to **Approve Amended Agenda.** Motion **passed** by a vote of 5 aye, 0 nay.

**6. Approve Minutes from May**

**Motion:** Bollinger moved and Woods seconded to **Approve Amended Minutes.** Motion **passed** by a vote of **4 aye, 0 nay.** Nelson abstained - she was not present for May meeting.

**7. Approve Executive Session Minutes from April and May**

*April Minutes:*

**Motion:** Nelson moved and Trout seconded to **Amend Minutes by Adding Members Present**

**and Editing Typos.** Motion **passed** by a vote of **5 aye, 0 nay**.

*May Minutes:*

**Motion:** Trout moved and Woods seconded to **Approve Minutes**. Motion **passed** by a vote of **4 aye, 0 nay** - Nelson abstains because she was not in attendance

*Any executive session minutes have to be approved in a regular open session meeting, not an executive session, so if there are members present, they can leave - best to put the approval of executive session minutes after the executive session, but in an open session*

## **8. Consent Agenda**

None

## **9. Reports**

### **9.1 GM Report -**

**Financial Snapshot:** May was a good month. We are lucky to not be in a super-competitive environment. There are some Coops that have done really well in past few years and are now loosing sales due to some major competition. We've aligned ourselves really well, have a really good vision, and we're focusing on our strengths and are bringing people into the fold.

### **NCGA/Central Corridor Info:**

**Store Happenings:** We've paid off some big member loans lately. Some of those members are interested in donating some or all of their interest to the Food Hub.

**Community/Outreach/Other Store Happenings:** Board would like to do an article in next Scoop with a "thank you" to members who donated money eight years ago and a look at what we've done in past 8 years.

**Physical Store Update:** Some people have asked why it is so cold in the Coop. The main reason is to protect our coolers. We used to have major issues with the tunnel in the basement. We've done a lot of work with release valves and compressor equipment, etc., to reduce the humid air coming into the store. In years past, the freezers were wet. This year, we are using gas heat and the air conditioning system together to keep humidity down at 60% or lower so the freezers don't go down. This takes stress off of everything in the tunnel. If we can keep the store cooler, the compressors won't have to run as hard or as much to keep the coolers running.

**Staff Updates:** We've been hiring.

**Marketing/Special Projects:** Local sales have been doing really well: up 2% with a 10% growth. Produce especially is doing well with a 15-17% increase in sales for the year so far. Deli and meat are close behind. Classes will take a break in August and come

back in September.

## **9.2 [D1 Unity of Control]**

**Motion** Nelson moves and Bollinger seconds to **Approve D1 Unity of Control**. Motion **passes** with a vote of **5 aye, 0 nay**

## **9.3 [G1 Governing Style]**

**Motion:** Bollinger moves and Trout seconds to **Approve G1 Governing Style**. Motion **passes** with a vote of 5 aye, 0 nay

### Summary:

Board will embed "self-evaluations" in agenda so they are performed at each meeting.

## **9.4 [L1 Customer Treatment]**

**Motion:** Woods moved and Nelson seconded to **Approve L1 Customer Treatment**. Motion **passed** by a vote of 5 aye, 0 nay

Summary: Coop has had a mystery shopper program that gives us detailed reports. Staff goes over the comments given in the report. It is nice to have it recognized when we do well and we talk in a positive way about the things that didn't go so well.

## **9.5 [L4 Membership]**

**Motion:** Bollinger moved and Woods seconded to **Approve L4 Membership Report**. Motion **passed** by a vote of 5 aye, 0 nay

We want to make sure member data is safe. We have a very safe POS system because it is old and not connected to any external network. It can't be infiltrated from anyone outside the store and credit card machines are not tied to the register system. That will change when we upgrade and we'll then have a different set of procedures for IT people with a different report.

## **10. Action Items**

### **10.1 [Discuss Special Meeting of Members]**

**Motion:** Nelson moved and Trout seconded to **Table 10.1 Discuss Special Meeting of Members Until End of Meeting**. Motion **passed** by a vote of 5 aye, 0 nay.

### **10.2 [Board Meeting Location]**

There is a concern about the accessibility and size of the Open Decorah space as a Board Meeting space. Board will begin meeting in a more accessible space starting with next month's meeting (July).

### **10.3 [Board Website/Storage]**

Woods met with Theresa, the Coop's IT person, regarding the board's website storage. Board was presented with a few options regarding website space. Woods will keep looking into the options. Nelson and Bollinger will join in the discussion and bring more information to the Board next month.

### **11. New Business: Storage of Executive Session Minutes**

The Board Procedures Manual says Executive Session Minutes need to be stored off-site. Current Executive Session Minutes are at the Coop in a locked filing cabinet. We are out of compliance. We'll address this issue in the next few months.

### **12. Next Monitoring**

**[D2: Accountability of GM - McCargar & Trout]**

**[D3: Delegation to the GM - Nelson]**

**[L5: Financial Condition - Lester]**

### **13. Next Meeting**

**Next meeting Tuesday, July 22, 2014 @ 5:30pm - location TBA**

### **13. Executive Session - Property**

### **14. Adjourn**

**Motion:** Bollinger moved and Nelson seconded to **Adjourn Regular Meeting**. Motion **passed** by a vote of 5 aye, 0 nay.

Meeting adjourned at \_\_\_ PM