

**Oneota Community Co-op  
Minutes for Regular Board Meeting  
December 29, 2014 5:30 PM  
Kitchen Classroom, 308 W. Water St.**

**Board Members Present:** Steve McCargar, Deneb Woods, Brita Nelson, Alicia Trout, Lora Friest

**Board Members Absent:** Mike Bollinger, Anne Dykstra

**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 5:37 p.m.

***2. Board Learning - Procedures Manual***

Summary: Board plans to revisit the process it went through two years ago when revising the mission statement and editing the ends statements. Board plans to hire Jeff Schott again in February, this time to look at priority goals and ongoing commitments and have a discussion about our 3-5 year strategic planning with a new set of prioritized goals. Board discussed member involvement and plans to have a listening session at the January 27<sup>th</sup> meeting.

***3. Member Comments:***

none

***4. Disposition of Member Comments:***

no member comments

***5. Agenda Review***

**Motion:** Trout moved and Friest seconded to **Approve Agenda.**

Motion **passed** with a vote of 5 aye, 0 nay.

***6. Approve Minutes from November***

**Motion:** Trout moved and Friest seconded to **Amend Minutes from November as follows: 8.2 Asset Protection in 4th paragraph, end last sentence after "us"; change 24% to 23%; at end of Investment delete sentence beginning with "one example of good investment..."**

Motion **passed** by a vote of 4 aye, 0 nay. Nelson abstained because she was not at November meeting.

***7. Approve Minutes from November 2014 Executive Session***

**Motion:** Friest moved and Woods seconded to **Approve Minutes from November 2014 Executive Session.** Motion **passed** by a vote of 4 aye, 0 nay. Nelson abstained because she was not at the November meeting.

## **8. Consent Agenda**

*none*

## **9. Reports**

### **9.1 GM Report**

**Financial Snapshot:** Sales were slow in November, but are back to above 10% for December, which is usual. We recouped a lot of cash by slowing purchasing down and having really good sales. **Community/Outreach/Other Store Happenings:** If we do better than budget next year, we'll put extra money into the meat, produce, and bulk departments. **Physical Store Update:** Electrical use has dropped by 9%. **Marketing/Special Projects:** Customer surveys are receiving a lot of response.

### **9.2 L6 Budgeting/Financial Planning**

**Motion:** Nelson moved and Woods seconded to **Approve L6 Budgeting/Financial Planning.** Motion **passed** with a vote of 5 aye, 0 nay.

**Summary:** The report includes basic trends in the world. As a cooperative, we are in a very small minority of natural food retailers, but within our local niche, we're responsible for 20% of food sales. With more large corporations selling organic foods, it is important for us to educate people about what they are buying, where it comes from and what it means.

We lose customers to Fareway's meat counter. In 2016, we will make moved toward stopping that loss of customers. After we complete an expansion, we would like to add a meat counter.

Our sales projection for the next year is just under 6%, which is more than projected for the current year. If we can support that income with a lower growth, we'll do it. If we out-perform the budget, our first purchases will include a vacuum sealer and meat cooler. We have a contingency plan in case we don't make the numbers. Our biggest expenses will be personnel and occupancy.

The report includes a budget and a three year business plan. This plan is based on past performance and projecting reasonable expected growth in each department. Our focus right away in January is to be educated and involved. All staff will have three goals within their departmental vision to focus on for the next year.

### **9.3 G3 Agenda Planning**

**Motion:** Nelson moved and Woods seconded to **Approve G3 Agenda Planning.** Motion **passed** with a vote of 5 aye, 0 nay.

## **10. Action Items**

## **10.1 Review Proposed Board Procedures Manual Policy Changes**

**Motion:** Trout moved and Friest seconded to **Approve Proposed Board Procedures Manual Policy Changes.** Motion **passed** with a vote of 5 aye, 0 nay.

## **10.2 Board Policy Document - Approval of Entire Document**

**Motion:** Woods moved and Friest seconded to **Approve Entire Board Policy Manual Document.** Motion **passed** with a vote of 5 aye, 0 nay.

Discussion: Board talked about tabling the decision to approve the entire Board Policy Manual until the January meeting, to give more time to review the whole document.

**Motion:** Nelson moved and Trout seconded to **Table the Approval of the Entire Board Policy Manual Document.** Motion **passed** with a vote of 5 aye, 0 nay.

## *11. New Business*

none

### **11.1 Board Candidate Recruitment Process - Update**

Signage will be posted at the Coop and on social media to help recruit board candidates. Anne Dykstra will run for re-election. The board's goal is to have at least two more candidates running so it is a contested race. (There will be two seats open.)

### *11.2 Board Calendar*

Board Calendar was tabled until next month. It will be on the January agenda.

## *12. Next monitoring*

### **12.1 G2 Board Job Description - Trout**

### **12.2 L8 Communication and Counsel to the Board - GM**

*13. Next meeting: Tuesday, January 27th, 5:30 p.m.*

*14. Executive Session - none*

*15. Self-Evaluations - done via internet*

## *16. Adjourn*

**Motion:** Trout moved and Nelson seconded to **Adjourn Meeting.**

Motion **passed** with a vote of 5 aye, 0 nay. Meeting adjourned at 6:49 p.m.