

**Oneota Community Co-op
Minutes for Regular Board Meeting
November 28, 2014 5:30 PM
Kitchen Classroom, 308 W. Water St.**

Board Members Present: Steve McCargar, Deneb Woods, Alicia Trout, Lora Friest, Anne Dykstra joined at 5:42 p.m.

Board Members Absent: Brita Nelson, Mike Bollinger

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 completed the review of the Board Procedures Manual.

3. Member Comments:

None

4. Disposition of Member Comments:

No member comments

5. Agenda Review

Amend **Action 9.1 Review Proposed Policy Changes** to read **Review Proposed Board Procedures Manual Policy Changes**.

Motion: Dykstra moved and Friest seconded to **Approve Amended Agenda**. Motion **passed** with a vote of 5 aye, 0 nay.

6. Approve Minutes from October

Motion: Friest moved and Dykstra seconded to **Approve Minutes from October**. Motion **passed** by a vote of 5 aye, 0 nay.

7. Consent Agenda

Motion: Dykstra moved and Friest seconded to **Approve Amended Agenda**. Motion **passed** with a vote of 5 aye, 0 nay.

8. Reports

8.1 GM Report

Financial Snapshot: Things are looking good. Cash is low but by April, we should be evened back out. We are still looking at a profit for the year. We reached a record high in sales at our last MAD sales day.

Community/Outreach/Other Store Happenings: Local sales look great. We're at 24%. Our goal is 25%, so we are getting there. We don't have as many new members coming in. We need to find ways to bring more new customers in. We are also updating the POS reports so they can give us more accurate information. This will help us see what items we need to work on moving.

Physical Store Update: Electric usage in kWh is down 2.5%. Gas is up. Since putting the photovoltaic in 11 months ago, we have reduced our usage from the year prior by 9%. Last month, we've reduced by only 2.5%. This is a good indicator that as seasons change, that number will be lower. It is the warmer months that we'll really see a big difference.

The EPA is running a feature about us as an environmentally-friendly business.

Marketing/Special Projects: We have met most of our strategic priorities designed to be a 3-5-year plan in the last 10 months. Now, increasing employee retention has come to the forefront. GM went to a conference recently that included a workshop about changing the way we bring on new employees. We will implement a new system that helps ensure employees are learning important details about the Coop and about the items they are selling.

8.2 L7: Asset Protection

Motion: Friest moved and Woods seconded to **Approve L7 Asset Protection.** Motion passed with a vote of 5 aye, 0 nay.

Summary: L7 is a report about daily business procedures such as payroll, inventory, cash, pci compliance, how records are kept, etc.

Every business with a credit card machine is required to have a third party make sure that payment system is secure. Ours is the safest system we can possibly use because the credit card goes through the phone line, separate from the pos system.

We use A&J Petersburg Insurance Co. They are local and competitive. Many insurance companies would like to do business with us.

The L7 report includes a comparison of customer transactions this year compared to a year ago. We are very close to \$5million in sales this year (in 2008, we were at \$3million). This year 23% of the nearly \$5million are local sales, which means we've had \$1.2 million dollars in local sales.

The report also includes a list of investments.

8.3 D4: Monitoring GM

Board gave GM a copy of the D4. A letter to go along with the report will be discussed in Executive Session.

Motion: Woods moved and Dykstra seconded to **Approve D4 Monitoring GM.** Motion **passed** by a vote of 5 aye, 0 nay.

9. Action Items

9.1 Review Proposed Board Procedures Manual Policy Changes

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

10. New Business

10.1 Board Candidate Recruitment Process - Update

Tabled until December Board Meeting. Bollinger not present to give update.

10.2 2015 Board Budget -

Board plans to budget \$14,000 for 2015 instead of this year's \$16,500. In the past couple of years, the Board has been below budget. YTD, we are below \$9,000. The money could be spent elsewhere in the Coop. Board will officially approve the 2015 Board Budget at the December meeting.

10.3 2015 Board Policy Manual Changes

Tabled until December Board Meeting.

11. Next monitoring

11.1 G3: Agenda Planning - Trout

11.2 L6: Budget/Financial Planning - GM

12. Next meeting: Monday, December 29th, 5:30 p.m.

13. Executive Session - Board Communication to GM: Summary of Evaluation

Motion: Dykstra moved and Friest seconded to **Move into Executive Session.** Motion **passed** with a vote of 5 aye, 0 nay.

14. Self-Evaluations - done via internet

15. Adjourn

Motion: Dykstra moves and Friest seconds to **Adjourn Meeting**. Motion **passed** with a vote of 5 aye, 0 nay.

Meeting adjourned at 7: 17 p.m.