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**Oneota Community Co-op  
Minutes for Regular Board Meeting  
September 25, 2012 5:00 PM  
Luther College Campus, Valders Hall, Room 367**

6 **Board Members Present:** Gary Hensley, Anne Dykstra, Jon Jensen, Steve McCargar, Bill Pardee,  
7 Lora Friest

8 **Board Member Absent:** Johnice Cross

9 **GM Present:** David Lester

10 **Co-op Staff, Member/Owners, Present:** Lynda Sutherland (Bd Admin Asst)

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12 **1. Call to Order**

13 President Pardee called the meeting to order at 5:20 PM

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15 **2. Board Learning – Explanation of Employee protections related to potential termination**

16 Summary: The Personnel Policy Handbook was reviewed along with employee policies.

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18 **3. Member Comments:**

19 None

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

22 No disposition required – No comments

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24 **5. Agenda Review**

25 **Motion:** Dykstra moved and Friest seconded to **approve the agenda**. Motion **passed** by a vote of 6  
26 aye, 0 nay.

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28 **6. Approval of Minutes**

29 **Motion:** McCargar moved and Hensley seconded to **approve the minutes as presented**. Motion  
30 **passed** by a vote of 5 aye, McCargar nay.

31 Summary: It might have been well to have the pros and cons when there is a contested vote.  
32 Concern noted. We could revisit the minute's policy when the Secretary is present at the next meeting.

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34 **7. Reports**

35 **7.1 GM Report**

36 **Financial Snapshot:** For the month of August, sales were up 8.34% (\$26,444) compared to  
37 2011. YTD sales through the end of August were up 11.43% compared to 2011. We are seeing  
38 an average of 4300 customers per week. Quick ratio is .83. Current balance in savings #3 is  
39 \$63,604 plus a \$205,000 CD and Decorah Bank and Trust for a total of \$268,604. Current  
40 assets total \$334,447, which is 18.8% above the same period last year. We have signed up 252  
41 new members in 2012. Member share equity is up 11.7% over 2011. Local sales for month of  
42 August were 21% (\$72,951) compared to 21% for August, 2011 (\$66,420). We are above  
43 budget in sales of \$138,741 which is 5.35% above plan/budget. Total wages budget has been  
44 over spent by \$31,795 (6.36% above budget/plan). Total payroll budget has been overspent by  
45 \$18,172 (+3.2%). Fully loaded labor as a percentage of sales continues to be below budget.  
46 Unloaded labor as a % of sales: Budget: 18.43%; actual (current through August): 18.3%.

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48 **NCGA/Central Corridor Info:** David will be attending the 2012 General Assembly in  
49 Boston, MA.

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**Store Happenings:** Class participation and fees are up 21% through the end of August. New website has launched and traffic has more than doubled.

**Community/Outreach/Other Co-op Projects:** Hosting a group of community bankers in the store. Partnering with ISU Extension and Rockwell Collins to offer CSA shares to over 25 employees. Involved in Blue Zone. Chef Mattias going to Des Moines to be filmed for IPTV show. David and 5 management team members toured Sharing Spaces Kitchen in Prairie du Chien, WI.

**Physical Store Update:** From mid-August to mid-September, the electrical usage was the same compared to same time period in 2011. Gas usage was same compared to last year. Created an “Express Lane” for every day usage.

**Staff Updates:** Rahamat Karim is now a dishwasher and part-time Barista.

**Marketing/Special Projects:** Many classes are scheduled for the upcoming months and we continue to have a table at the Farmers Market

## **7.2 Board Development Committee (election)**

**Summary:** Been working with Dave, Nate and Niki to design a ballot package that does not require stickers. Pre-printed envelopes; will reduce labor but will cost about \$400 more. It will look different, probably more professional. The Board Nominating Committee will start meeting this month.

## **7.3 The Board at Farmers Market**

**Summary:** Good experience hosting the Farmers Market table. Used a book as a door prize and it was a draw.

## **8. Action Items**

### **8.0 Sign RFP approval previous approved by email**

Signed before the meeting.

### **8.1 GM Report - L2 Staff Treatment**

**Motion:** Friest moved and Hensely seconded to approve L2 Staff Treatment. Motion **passed** by a vote of 6 aye, 0 nay.

**Summary:** There a huge amount of work and progress that is detailed in this report. In an overwhelming number of key areas we are at 4 and above, and that is a substantial improvement over past years. It reflects really great work in management.

### **8.2 GM Report - L3 Compensation and Benefits**

**Motion:** McCargar moved and Hensley seconded to approve L3 Compensation and Benefits. Motion **passed** by a vote of 6 aye, 0 nay.

**Summary:** We look really good compared to many other co-ops. All agreed that this is the policy we want.

### **8.3 Cooperative Grocer Subscription**

**Motion: Motion not needed.**

**Summary:** Available in electronic copy or hard copy in our mailboxes.

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100 **8.4 GM Change Oct. Meeting to Oct. 30?**

101 **Motion:** Pardee moved and Jensen seconded to move the October meeting to October 30th. Motion  
102 **passed** by a vote of 6 aye, 0 nay.

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104 **8.5 Motion on Election Procedure**

105 **Motion:** Hensley moved and Pardee seconded to approve election procedure. Motion **passed as**  
106 **amended** by a vote of 6 aye, 0 nay. McCargar called for amendment and Jensen seconded to say “ For  
107 a ballot to be valid, the signature on the return ballot must be that of the owner to whom the ballot was  
108 mailed”. Amendment passed by a vote of 6 aye, 0 nay.

109 Summary: Only the ballots that have primary account signature will be valid.

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111 **9. Next Meeting**

112 Next Board Learning: "Local" - David & Johnice

113 G6: Governance Investment - Lora Friest

114 L5: Financial Condition - David Lester

115 Bd: Board Treasurer Report - Lora Friest

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117 **10. Next Meeting & Current Meeting Evaluation**

118 **Next meeting Tuesday, Oct. 30, 2012**

119 Self-evaluation forms were completed for this meeting.

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121 **11. Executive Session (optional)**

122 None

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124 **12. Adjourn**

125 **Motion:** Hensley moved and Friest seconded to **adjourn the meeting.** Motion **passed** by a vote of 6  
126 aye, 0 nay.

127 Meeting adjourned at 6:42 PM

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129 **Documents Reviewed:**

130 Agenda

131 Previous Board Meeting Survey Report

132 Minutes of previous meeting

133 GM Report

134 Report on September 15 Board at the Farmer's Market

135 Motion on RFP

136 2012.09.L2 Staff Treatment

137 2012.09.Oneota 2012 Policy Compliance Report(4)

138 2012.09.Oneota Co-op Comparison Table (5)

139 2012.09.HRLetter 1

140 2012.09.HRLetter 2

141 L3 Compensations & Benefits

142 2012.09.Letter from Larry

143 Cooperative Grocer Subscription

144 Motion on Election Procedure