Oneota Community Co-op
Minutes for Regular Board Meeting
December 17, 2013 5:30 PM
Luther College Campus, Valders Hall, Room 367

Board Members Present: Steve McCargar, Deneb Woods, Brita Nelson, Mike Bollinger, Anne Dykstra
Board Members Absent: Lora Friest, Gary Hensley
GM Present: David Lester
Co-op Staff :
Member/Owners Present: Jeanine Scheffert (Bd Admin Asst), Georgie Klevar arrived 5:37pm

1. Call to Order
Steve McCargar called the meeting to order at 5:33 PM

2. Board Learning - Board Procedures Manual/ Areas of noncompliance or improvement

> Summary: Executive session minutes will be stored in a secure location at the coop. We also noted that Board Meeting Preparation procedure #6 contradicts our practices. We need to change the wording to make it consistent with our practices by changing the wording from "Vice President and Secretary" to "President or Board-approved designee."

3. Member Comments:

Georgie Klevar asked how many slots will be open in the March election and how many candidates we have to run for those slots. She also encouraged the board to appoint an ad hoc committee to work with Hensley to encourage people to run for the board.

There are two director terms that will end in March. Neither have announced whether they plan to run for reelection or not. As of now, one person has been recruited and plans to apply. Hensley is responsible for the recruitment of candidates..

4. Disposition of Member Comments: none
5. Agenda Review: Approve Amended Agenda.
Nelson moved, Dykstra seconded. Passed 5 aye, 0 nay
Agenda is amended to include Action Item missing from Consolidated Docs regarding setting a ceiling for the board budget for 2014. There was discrepancy between agenda posted in Coop entryway and website.
There will also be a brief executive session to report a discussion about contracts.
Lester amends to add GM report and L6 business plan as Action Items. GM Report is now 8.1.

6. Approve Minutes from November

Bollinger moved, Woods seconded to **Approve minutes from November.** Motion passed 5 aye, 0 nay.

7. Consent Agenda - no consent agenda.

8. Reports

8.1 GM Report

GM Report -

Financial Snapshot:

$100,000 of debt is paid off. Interest from one private loan is being donated completely to photovoltaics. Member loans are due in 2014. There will be $35,000 left due over a 2-3 year period. This is a big milestone.

Community/Outreach/Other Store Happenings: More and more college students are choosing full membership over the College Cooperators program.

Physical Store Update:

On December 9, the Photovoltaics went up. You can look online and see how much we are producing, see how much CO2 it gives off compared to an automobile, how many trees, etc. We will be showing live data near the Cafe hot bar.

LED lights are saving money and energy.

A new misting system is being set up in the produce case. It will save up to 20% water usage and a lot of human resource, lessen physical labor by employees, free up time to introduce a cut fruit and veggie program, and may keep vegetables longer. It is reverse osmosis water.

A voicemail system is being set up. This will be a big time saver, especially for front end workers who have been fielding calls as they are ringing people up. Many of the calls are asking about the Cafe menu, so this will be included on the answering system message.

Marketing/Special Projects:

The MAD day sale increased November sales.

There is more local produce available this year compared to this time last year because of weather patterns pushing everything two weeks later than normal. We've also been better at tracking what is local through the POS system. The biggest percentage of sales as local is the cheese department because there is a lot of product available nearby.

Summary:

8.1 L6 Budgeting/Financial Planning approval

Dykstra moved Bollinger seconded. Approved 5 aye, 0 nay

The first six pages of this document include a history of the Coop and details of the competitive environment.

There are 12 pages of financial projections, including quarterly bonuses for health coverage compensation. HRA is no longer allowed with new health care laws. Lester is monitoring the effects the changes will have on the staff.

We expect our member share to be similar or a little less than the past year. This year we have 338 new members so far, which is our best number yet.

The board thanked David and Larry for a thorough report!

8.2 2014 Business Plan
Bollinger moved to approve 2014 Business Plan, Nelson seconded. Passed 5 aye, 0 nay
We are excited about more cash flow as member loans are paid off. We are looking at a cost plus price tier. This will allow us flexibility in pricing.
The largest membership growth areas include Waukon, Cresco, Mabel, West Union, and Ft. Atkinson.
We are planning to get a new vacuum sealer. A detailed plan will be written and will need to be approved by the health inspector.
We are excited about involvement in a new food hub. This will help us gain access to more local food, bring the cost down and expand the number of growers and products available locall
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8.3 Board Budget Review 2014
***9.* Action Items**
Motion: Dykstra moved, Nelson seconded to **Approve Board Budget Ceiling for 2014.**
Motion **passed** 5 aye, 0 nay.

Discussion:
There will be a board budget ceiling of $16,500 for 2014. This is a 5% increase in the board budget from last year which creates a ceiling of $16,500
Will have a further discussion when Friest is here next month regarding allocations.
10. New Business: none
11. Next Monitoring
[11.1 L8 Communication and Counsel to the Board - David]
[11.2 G2 Board Job Description - Steve or Gary]
12. Next Meeting: Tuesday, January 28th, 5:30pm
13. Executive Session
14. Adjourn
Dykstra moved, Woods seconded to adjourn. Passed 5 aye, 0 nay

Respectfully Submitted,
Anne Dykstra, Board Secretary