Oneota Community Co-op Minutes for Regular Board Meeting June 16, 2015 5:30 PM Kitchen Classroom, 308 W. Water St.

Board Members Present: Deneb Woods, Alicia Trout, Maren Beard, Carl Peterson, Brita

Nelson, Mike Bollinger

Board Members Absent: Steve McCargar

GM Present: David Lester

Co-op Staff:

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

1. Call to Order

Brita Nelson called the meeting to order at 5:31 p.m.

2. Board Learning - Review and Discuss Strategic Planning Summary Document

Board discussed whether or not to hire Jeff Schott for a third session to wrap-up the strategic planning process. It was decided that we could do it in-house, possibly with local help. Woods, Nelson and Lester will talk to a few people locally and return to the board with possibilities.

Woods brought up a possible grant opportunity which funds "technical support" activities and is specifically available to cooperatives. She will research it further, discuss with Lester, and come back to the board with more information.

Nelson and Lester have been in conversation regarding the possibility of the Coop starting a non-profit. This discussion was inspired by a coop in Kalamazoo helping start a non-profit, Fair Food Matters, that has its own separate board and does food justice work.

3. Member Comments - none

4. Disposition of Member Comments - no member comments

5. Agenda Review

Motion: Trout moved and Woods seconded to **Approve Agenda.** Motion **passed** with a vote of 6 aye, 0 nay.

6. Approve Minutes from May

Motion: Peterson moved and Trout seconded to **Approve Minutes from May.** Motion **passed** by a vote of 6 aye, 0 nay.

7. Consent Agenda - None

8. Reports

8.1 GM Report

<u>Financial Snapshot:</u> Sales growth has continued to slow with May only up 1%. There have been fluctuations lately that make sales less predictable than in the past. Other Coops have reported lower sales recently as well with more competition moving in. We're still ahead of budget because we have managed expenses well. We have to keep a close eye on labor expenses. <u>Community/Outreach/Other Store Happenings:</u> Member sign-ups are still ahead of last year. We are encouraged by the fact that we are over 20 members ahead of where we were this time last year. People don't sign up for as many classes during the summer so we will be changing our focus away from classes next summer. We've implemented 360 Degree reviews so staff gives an anonymous review of their manager.

<u>Marketing/Special Projects:</u> We're working on a new set of radio and print ads in addition to the deals of the week highlighting the fact that a high percentage of money spent at the Coop stays in our community. We now have build-your-own-trail-mix and bagged ice. We'll continue to look for more merchandising opportunities. Coop was interviewed by the Leopold Center and interesting questions came up during the interview focusing on what the enabling factors and conditions. Decorab has for successful local food economies.

8.2 D1: Unity of Control

Motion: Peterson moved and Bollinger seconded to **Approve D1: Unity of Control.** Motion **passed** by a vote of 6 aye, 0 nay.

Monitoring report stating that the GM would be contacted to verify that no violations had occurred. GM stated at the meeting that there were no violations to this monitoring.

8.3 G1: Governing Style

Motion: Woods moved and Peterson seconded to **Approve G1: Governing Style.** Motion **passed** by a vote of 6 aye, 0 nay.

Board discussed whether the monitoring reports were worthwhile. It was decided that they are because they keep everyone on track. Board will continue to look at each report specifically to make sure each one is still relevant. Board discussed the possibility of noting how long each report takes to complete as well. Board will share the responsibility of reporting with each member on the board.

8.4 L1: Customer Treatment

Motion: Woods moved and Peterson seconded to **Approve L1: Customer Treatment.** Motion **passed** by a vote of 6 aye, 0 nay.

L1: Customer Treatment is in place to ensure customers and members have avenues to

communicate with Coop staff and have a pleasant shopping experience. Data points include sales, class attendance, customer counts, customer suggestion cards and the mystery shopping program. The mystery shopper program does a great job of highlighting areas of great success and tracking any lagging areas to bring them up to par.

8.5 L4: Leadership

Motion: Bollinger moved and Woods seconded to **Approve L4: Leadership.** Motion **passed** by a vote of 6 aye, 0 nay.

L4: Leadership policy ensures we're providing membership with a sense of ownership and ensuring that the POS system is safe. We hire a company that attempts to break our firewalls and get into the coop's servers. They couldn't come close to breaking in. Our POS system has the credit card swiper separate from the point of sale and no data is saved anywhere so it is extremely safe.

9. Action Items

9.1 Vote by Board to destroy 2015 election results

Motion: Trout moved and Woods seconded to **Destroy 2015 Election Results.** Motion **passed** by a vote of 4 to 0. Peterson and Beard abstained; they were elected by these ballot results

Board has officially validated the election results. To keep everything secure, it is standard protocol to vote to shred the actual ballots so we don't need to keep them in perpetuity.

10. New Business

10.1 Paying for Board Site

Board maxed out its former online storage site and is now using Google Drive. Board discussed the idea of purchasing a Google Account which would give the board more online storage and administrative controls over board member email accounts (i.e. more easily delete an outgoing board member's email account). Board plans to add line into Code of Conduct mandating board members to turn in board email password to Secretary at end of their Board tenure. Secretary will have additional duty of deleting former board member accounts.

10.2 Update Code of Conduct - Consider adding declaration of conflict of interest

Code of Conduct will also include a declaration of conflict of interest with potential conflict of interested explicitly listed.

11. Next Monitoring & Other

11.1 [D2: Accountability of the GM - Trout] 11.2 [D3: Delegation to the GM - Bollinger]

- 11.3 [L5: Financial Condition GM]
- 11.4 [Scoop Deadline Upcoming August 1 GM]
- 11.5 [Possible Board-Member Linkage Event Woods will coordinate]
- 12. Next meeting: Tuesday, July 28th, 5:30 p.m.
- 13. Executive Session none
- 14. Self-Evaluations done via internet
- 16. Adjourn

Motion: Trout moved and Woods seconded to **Adjourn Meeting.** Motion **passed** with a vote of 6 aye, 0 nay.

Meeting adjourned at 6:39 p.m.