

**Oneota Community Co-op
Minutes for Regular Board Meeting**

November 24, 2020

5:30 PM

Virtual Meeting Via Zoom

Board Members Present: Scott Timm, Andy Sassaman, Bill Iverson, Scott Hawthorn, Hannah Breckbill, Detra Dettmann, Michelle Barness

Board Members Absent: None

GM Present: David Lester

Co-op Staff : Nate Furler, Niki Sanness

Member/Owners Present: Jeanine Scheffert (Board Administrative Assistant)

1. Call to Order

Timm called the meeting to order at 5:32 p.m.

2. Board Learning - Member Survey Results

Board reviewed the results from the recent Board Member Survey. Themes from the survey included more bulk / less packaging, sense of community, emphasizing more local and organic, improve marketing education, and importance of product and co-op integrity. Board members shared their thoughts and insights related to the responses. The survey feedback will be utilized in future planning sessions.

3. Member Comments

None

4. Disposition of Member Comments

None

5. Agenda Review

Motion by Dettmann to approve the agenda with the addition of "Exit Executive Session and Resume Regular Session." Second by Breckbill. All ayes, motion carried.

6. Consent Agenda

None

7. Minute Approval

Motion by Hawthorn to approve minutes of the October 2020 Board Meeting. Second by Sassaman. All ayes, motion carried.

8. Reports

8.1 D4: Monitoring GM Performance

Motion by Hawthorn to Approve D4: Monitoring GM Performance Report. Second by Breckbill. All ayes, motion carried.

8.2 L7: Asset Protection

Motion by Sassaman to approve L7: Asset Protection report. Second by Breckbill. All ayes, motion carried. Lester reported asset protection include cash handling, payable, payroll, building

securing, electronic member data, insurance coverage for general liability, Directors and Officers, employment practices, and building and contents.

8.3 GM Report

Lester reported sales compared to budget are up. Sales are also typically stronger in December. Lester reported how each department is performing, trends in labor, basket size and customer counts, and sales of locally sourced items. Lester also reported the Co-op will be paying an increased rate to NCG during the period of transition to a new GM. This rate will hopefully decrease after the new GM has been in place for a year. The Co-op installed a system in the HVAC system that uses ultraviolet light to kill viruses including COVID-19. Staff will be sharing information with membership on this advancement. Furler has been working on special projects with local businesses. He has been providing graphics assistance and is spearheading Small Business Saturday this year.

9. New Business

9.1 2021 Board Learning Plan

Timm requested this be tabled until next meeting. **Motion by Hawthorn to table 2021 Board Learning Plan. Second by Sassaman.** All ayes, motion carried.

9.2 Nomination Progress Report

Hawthorn report four people are contemplating running for the board. Dettmann and Timm, currently serving on the board, will also need to turn in applications. Applications are due first week of January. Hawthorn will send Furler a blog post.

9.3 Board Budget

Barness presented the Board Budget for 2021. **Motion by Hawthorn to approve the 2021 Board Budget as presented.** Second by Iverson. All ayes, motion carried.

9.4 Staff Appreciation

Motion by Barness to approve \$25 store gift cards for staff appreciation. Second by Hawthorn. All ayes, motion carried. Given the extraordinary year, the board felt it would be nice to give membership an opportunity to support staff with additional gifts or donations. Timm will draft a plan for membership engagement.

10. Action Items

None

11. Next Meeting

Set for December 22 at 5:30 p.m., held virtually.

- 11.1 [G3: Agenda Planning - Hawthorn]
- 11.2 [L6: Budgeting/Financial Planning] – Motion by Hawthorn to table until January. Second by Breckbill. All ayes, motion carried.

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12. Executive Session

12.1 Enter Executive Session

Motion by Hawthorn to move into Executive Session. Second by Sassaman. All ayes, motion carried. Board entered Executive Session at 7:10 p.m.

12.2 Exit Executive Session

Motion by Hawthorn to exit Executive Session and resume regular Board Meeting. Second by Sassaman. All ayes, motion carried. Regular meeting resumed at 7:48 p.m.

Motion by Timm to accept and approve the contract to hire Nate Furler as General Manager for Oneota Co-op. Second by Sassaman. All ayes, motion carried. Board members and Lester expressed delight and enthusiasam for Furler to serve in this role. Furler expressed his humble appreciation, gratitutde, and excitement. Staff will be notified immediately of the selection to be followed by a notice to members and the general public.

13. Meeting Evaluations

Done via internet

14. Adjournment

Motion by Sassaman to adjourn Board Meeting. Second by Sassaman. All ayes, motion carried. Meeting adjourned at 8:02 p.m.