

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

February 23, 2021

5:30 PM

Virtual Meeting

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

Board Members Absent: Michelle Barness

GM Present: Nate Furler

Co-op Staff: Niki Sanness, Kristin Evenrud, Nicole Brauer

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

Others Present: Brent Berns, Hacker Nelson (joined at 6 pm)

1. Call to Order

Timm began the meeting at 5:38 p.m.

2. Board Learning

None

3. Member Comments

None

4. Disposition of Member Comments

None

5. Agenda Review

Motion by Hawthorn to approve the agenda. Second by Sassaman. All ayes, motion carried.

6. Minute Approval

Motion by Hawthorn to approve January 2021 Board Meeting Minutes. Second by Sassaman. All ayes, motion carried.

Motion by Hawthorn to approve January 2021 Executive Session Meeting Minutes. Second by Iverson. All ayes, motion carried.

7. Consent Agenda - D: Global Governance-Management Connection

Motion by Sassaman to Approve Consent Agenda. Second by Dettmann. All ayes, motion carried.

8. Reports

8.1 GM Report

GM explained how sales performed in January 2021 compared January 2020. Overall the store is performing higher than budgeted. The performance of the hot bar and future changes were discussed. The classroom is being used as a staff break room for now and has been a positive change. Sales often slump a bit this time of year and tend to pick back up in March. Monthly Round Up at the Register continues to go well. Marketing efforts will begin to emphasize the "Ownership" aspect for member-owners.

8.2 L5 Financial Conditions (Q4 2020 and Financial Audit Results)

The Co-op is in a stronger financial position due to the Paycheck Protection Program. Brent Berns from Hacker Nelson discussed the draft audit report. Auditors give the Co-op an unmodified opinion - best type an organization can get; the financial statements materially represent the operations of the organizations without any known material variance. Berns also emphasized the importance of division of duties, which can be more challenging in smaller organizations. Furler and Sanness will continue to strengthen and improve this system moving forward.

8.3 L9 Succession Planning

Motion by Breckbill to table and postpone L9 until March meeting. Second by Dettmann. All ayes, motion carried.

9. Action Items

None

10. New Business

10.1 Annual meeting

Annual meeting date confirmed for April 20 at 6:30 p.m.

10.2 Members in Good Standing Report

This report shows who can vote in the upcoming board election and was provided to the Board by GM Furler.

10.3 Member Linkage Report

Barness will be looking at member survey results and propose actions to better connect with membership. Will do this for March meeting. Board would like to make sure members can attend virtual meetings, if desired. We will put out a Google Form so members can enter their info and we can authenticate before allowing them in the meeting. We will start this with the April meeting. Timm will put together videos to introduce board candidates and share links with Furler to share with membership.

11. Next Meeting Monitoring Reports

11.1 Reports for March meeting

- **Annual Business Meeting**
- **11.1 [G9: Treasurer's Role - Barness]**
- **11.2 [G10: Secretary's Role - Dettmann]**
- **11.3 [G7: Board President's Role - Timm]**
- **11.4 [G8: Vice President's Role - Hawthorn]**
- **11.5 [Ends - GM]**
- **11.6 [Member Linkage - GM]**

12. Next Meeting

Held March 23 at 5:30 pm, virtual

13. Executive session

None

14. Board Meeting Self Evaluation

Complete independently via the web

15. Adjourn

Motion by Hawthorn to adjourn meeting. Second by Sassaman. All ayes, motion carried.
Meeting adjourned at 7:05 p.m.