

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

March 23, 2021

5:30 PM

Virtual Meeting

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

Board Members Absent: None

GM Present: Nate Furler

Co-op Staff: Niki Sanness, Nicole Brauer

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

1. Call to Order

Timm called the meeting to order at 5:30 p.m.

2. Board Learning

Barness reported from Member Linkage Committee that after reviewing member survey question data they would like to ask more targeted questions to get further details to help inform strategic planning. May initiate Lunch and Listen with the board again. There was one recommendation discussed more fully: should we have a staff member represented at the board meetings? A non-voting staff-board liaison - how would this work? Furler and Hawthorn will research how other co-ops do this and will bring back ideas to the next board meeting. If it is unprecedented for us, we would also need to look at our governance policies to see if we would need to make any changes.

Timm reported that in preparation for strategic planning he will research to see who is trained to facilitate virtual strategic planning and bring findings back to the board.

3. Member Comments

None

4. Disposition of Member Comments

None

5. Agenda Review

Motion by Hawthorn to amend the agenda by adding L9 to Reports. Second by Barness. All ayes, motion carried. **Motion by Hawthorn to approve the amended agenda.** Second by Breckbill. All ayes, motion carried.

6. Minute Approval

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

7. Consent Agenda – G7 : President’s Role, G8 : Vice President’s Role, G9: Treasurer’s Role, G10: Secretary’s Role,

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

8. Reports

8.1 GM Report

GM explained deli performance is improving but still has ground to make up to make budget. The store is exceeding budget goals and cash forecast remains strong. Basket size and transaction going are trending toward pre-pandemic with more customers shopping more frequently. Local sales decreased in relation to overall decrease in sales. GM and leadership team created an informational piece to share with customers who express concerns about mask requirement. Ten new member-owners signed up during the Owner Drive.

8.2 E1 Ends

Furler reported we are compliant and moving forward with the mission of the Co-op. Furler feels Lester’s interpretation of the Ends is solid and therefore he did not reinterpret to the full extent at this time. Furler will work through this process more over the year and with new strategic planning.

8.3 L9 Succession Planning

GM reported the succession plan ensures that we have primary and secondary successors identified and trained to have confidence of ability in key areas of operations, finances, personnel, marketing, membership, external requirements, understanding the relationship between GM/Board and participating in monitoring reports and trainings, in case anything should happen to current GM. When Lester was GM, Furler was the primary successor. We’ve shifted to Brauer as primary and Sanness as secondary successor. Requirements have been met and access to SOPs have been shared. Brauer and Sanness will continue coming to board meetings, help Furler in his position, and develop their skills as successors.

9. Action Items

9.1 Annual Meeting Update & Agenda

Date and time are set for the Annual Meeting. An agenda will be created and miro board will be used to share information throughout the meeting. People will need to register to attend.

9.2 Final 2020 Audit

Motion by Hawthorn to Approve the 2020 Audit. Second by Sassaman. All ayes, motion carried.

10. New Business

10.1 Election Progress Report

One week left in the election. Email reminders are going out to those who have not voted. Videos were created for each candidate statement.

10.2 Strategic Planning

Timm will present options for strategic planning next month. We will wait until the new board is seated and start the strategic planning process in May.

11. Next Meeting Monitoring Reports

Reports for March meeting

- **11.1 (D: Global Governance – Barness)**
- **11.2 (L5: Financial Condition – GM)**

12. Next Meeting

Annual meeting to be held April 20. Next board meeting April 27 at 5:30 p.m., virtually

13. Executive session

None

14. Board Meeting Self Evaluation

Complete independently via the web

15. Adjourn

Motion by Barness to adjourn meeting. Second by Hawthorn. All ayes, motion carried. Meeting adjourned at 7:49 p.m.