

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

April 27, 2021

5:30 PM

Virtual Meeting

**Board Members Present:** Scott Hawthorn, Hannah Breckbill, Scott Timm, Bill Iverson, Detra Dettmann, Michelle Barness, Andy Sassaman (joined at 5:48 pm)

**Board Members Absent:** None

**GM Present:** Nate Furler

**Co-op Staff:** Niki Sanness, Nicole Brauer, Kristen Evenrud

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

**1. Call to Order**

Timm began the meeting at 5:33 p.m.

**2. Board Learning**

None

**3. Member Comments**

None

**4. Disposition of Member Comments**

None

**5. Agenda Review**

**Motion by Barness to approve the agenda with the amendments of moving 10.3 (Global Governance Commitment) to 10.1 and add 10.2 Review Board Expenses.** Second by Dettmann. All ayes, motion carried.

**6. Minutes Approval**

**Motion by Iverson to approve March 2021 Board Meeting Minutes.** Second by Breckbill. All ayes, motion carried.

**7. Certify Election Results**

**Motion by Hawthorn to Approve Election Results.** Second by Breckbill. All ayes, motion carried. Scott Timm and Detra Dettmann remain seated on the board. Ballots will be destroyed, no recount necessary.

**8. Election of Officers and Composition of Standing Committees**

**8.1 Election of Board President**

**Motion by Barness to nominate Scott Timm for Board President.** Second by Hawthorn. All ayes, motion carried.

**8.2 Election of Vice President**

**Motion by Barness to nominate Scott Hawthorn for Board Vice President.** Second by Dettmann. All ayes, motion carried.

**8.3 Election of Secretary**

**Motion by Iverson to nominate Detra Dettmann for Board Secretary.** Second by Breckbill. All ayes, motion carried.

#### **8.4 Election of Treasurer**

**Motion by Hawthorn to nominate Michelle Barness for Board Treasurer.** Second by Breckbill. All ayes, motion carried.

#### **8.5 Composition of Standing Committees**

Nominations/Board Development Committee will be comprised of Hawthorn, Breckbill, Iverson.

Member Engagement Committee will be comprised of Timm, Dettmann, Barness, Sasaman.

#### **8.6 Code of Conduct**

Code of conduct document was reviewed. All board members are to sign and return to the Co-op. The following conflicts of interest were disclosed : Timm's son is working at the Co-op. Breckbill grows and sells vegetables.

### **9. Consent Agenda**

None

### **10. Reports**

#### **10.1 Global Governance Commitment**

This report reviews all board reports and states if there was compliance or noncompliance. **Motion by Hawthorn to approve Global Governance Commitment report.** Second by Breckbill. All ayes, motion carried.

#### **10.2 Review Board Expenses**

Board is below budget on board development. Board is paying for an administrative assistant, member linkage, and a departing gift for Lester.

#### **10.3 GM Report**

GM explained sales were up compared to a year ago which was not surprising considering the doors were closed a year ago. COVID had generated high staff turnover but it is progressively declining. GM also reported on sales growth vs budget, labor as percent of sales, basket size, transaction count, and local sales.

#### **10.4 L5: Financial Condition**

**Motion by Dettmann to approve L5: Financial Condition report.** Second by Hawthorn. All ayes, motion carried. The report discussed net income, ratios, and debt to equity.

### **11. Action Items**

#### **11.1 Strategic Planning**

Board discussed two options for Strategic Planning: CoNexio and ISU Extension. The scope appeared similar for both entities however ISU has a fixed cost instead of a rate with no end point identified. **Motion by Iverson to approve ISU's proposal to lead board strategic planning.** Hawthorn expressed desire to fully review the proposals before deciding. Motion was tabled.

## **12. New Business**

GM stated that in the past the Board had given staff money for seedlings. Is there interest in doing this again? **Motion by Hawthorn to approve up to \$240 for staff for seedlings.** Second by Dettmann. Evenrud stated with new staff coming on, \$300 would cover this for all employees. **Motion by Hawthorn amended to approve up to \$300 for staff for seedlings.** Second by Dettmann All ayes, motion carried.

## **13. Next Meeting Monitoring Reports**

### **13.1 Reports for March meeting**

- **L10: Board Logistical Support – GM**
- **L Global Executive Constraint – GM**
- **G4: Board Code of Conduct - Sassaman**

## **14. Next Meeting**

May 28, 5:30 in person, outdoors

## **15. Executive session**

None

## **16. Board Meeting Self Evaluation**

Complete independently via the web

## **17. Adjourn**

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