

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

June 22, 2021

5:30 PM

Phelps Park

Board Members Present: Scott Hawthorn, Hannah Breckbill, Scott Timm, Bill Iverson, Detra Dettmann, Michelle Barness, 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 the meeting to order at 5:37 p.m.

2. Board Learning

The Board reviewed the procedure for Discipline of a Board Member as outlined in the Board Procedures Manual.

3. Member Comments

None

4. Disposition of Member Comments

None

5. Agenda Review

Motion by Hawthorn to approve the agenda with the amendment of moving 7.1 and 7.2 monitoring reports to consent agenda. Second by Iverson. All ayes, motion carried.

Motion by Hawthorn to amend agenda by adding 9.1 Strategic Planning. Second by Breckbill. All ayes, motion carried.

6. Minutes Review

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

7. Policy Monitoring

7. 1 Consent Agenda

Consent agenda included monitoring report D1 Unity of Control and G1 Governing Style. **Motion by Dettmann to approve the Consent Agenda.** Second by Hawthorn. All ayes, motion carried.

7. 2 Other Reports

L1 Customer Treatment

Furler reported on customer treatment definition, current customer count trends, customer communication channels, customer survey planned for this year hopefully, customer service include in staff training, and refresh needed in merchandising policy.

Furler reports policy compliance.

L4 Membership

This policy states GM will not fail to establish and maintain a sense of ownership to members. Furler reports complained and noted customer data is protected, there are several opportunities for members to interact with the Co-op, and new members are given an outline of membership benefits, etc. in a packet when they join. Staff are in process of updating the member handbook.

L10 Board Logistical Support

This policy states the General Manager will not allow the Board to have inadequate logistical support. Board members completed a survey which indicated compliance.

8. Other Board Business

8.1 GM Report

Sales for May are up compared to a year ago which is not surprising given the pandemic. Books and gifts department still going strong, local sales are holding their own, curbside sales are minimal, the store will have a float in the Nordic Fest Parade and board members are invited to join staff and participate. Still recruiting for staff positions to become fully staffed.

8.2 Board committees

Member Linkage and Board Development committees are asked to gather and ensure they are fulfilling committee requirements.

9. New business

9.1 Strategic Planning

Strategic planning will likely happen over the course of four sessions held in August. We will review the Ends, look at what we want to accomplish as a board. Furler and Co-op leadership will be part of the discussion.

10. Next Meeting

10.1 Held July 27 at 6:30 pm

10.2 Reports for next meeting

- D2: Accountability of GM - Dettmann
- D3: Delegation to the GM - Barness
- L5 Financial Condition (Quarterly Report) – GM
- Board Treasurer Report - Barness

11. Executive session

Board will go into Executive Session after regular meeting adjourns.

12. Board Meeting Self Evaluation

Complete independently via the web

13. Adjourn

Motion by Barness to adjourn meeting. Second by Dettmann. All ayes, motion carried. Meeting adjourned and moved to Executive Session at 7:05 p.m.