

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

October 26, 2021

5:30 PM

Virtual Meeting

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 began the meeting at 5:36 p.m.

2. Board Learning

None

3. Member Comments

None

4. Disposition of Member Comments

Not applicable

5. Agenda Review

Motion by Hawthorn to approve the agenda with the amendment renumbering items 8.1 – 8.4, as there were two items numbered 8.2 in the posted agenda. Second by Sassaman. All ayes, motion carried.

6. Minutes Approval

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

7. Policy Monitoring

7.1 C6 : Governance Investment.

Motion by Barness to approve the G6 : Governance Investment report. Second by Dettmann. All ayes, motion carried.

7.2 L5 : Financial Condition Quarterly Report

Furler reported things are looking good at end of September. Assuming there will be forgiveness of the PPP Loan, we will be ahead on revenue. Continually watching spending, margins, and labor.

7.3 GM Report

We are still ahead of what we budgeted for sales growth, so this is good news. There will be more holiday items coming soon. NCG meeting was online. Biggest takeaway was that supply issues and staffing issues are affecting everyone. Owner Appreciation went well. The direct mailing did not yield as well.

7.4 GM Self-evaluation

Will be done in closed session

8. Other Board Business

8.1 Treasurer's Report

Barness reported we not have done any board development. There will be \$7,000 expended for staff bonuses. We're slightly over budget for the member survey but doing well overall in terms of our annual board budget.

8.2 Nominations Progress Report

We have at least three candidates for the three open seats for the upcoming election. The Committee will continue to meet and report back. All board members are asked to contribute a few sentences about participating on the board and give to Tanya.

8.3 Treasurer Draft Budget

Item tabled until next meeting.

8.4 Holiday gifts for staff

Motion by Barness to purchase \$40 gift cards for all staff as holiday gifts. Second by Hawthorn. All ayes, motion carried.

9. New Business

9.1 New Strategic Planning Dates and Format

Need to get dates set before they fill up. ISU Extension does have a big office space available to meet. This location is next to Toppling Goliath.

10. Next Meeting

10.1 Held November 23

10.2 Reports for November meeting

- L2: Staff Treatment – GM
- L3: Compensation and Benefits – GM
- D4: Monitoring GM Performance – Timm
- L7: Asset Protection – GM
- Executive Session: Update and revise GM Employment Agreement

10.3 Other Business for November Meeting

- Nomination Committee Progress Report
- Discuss Board Budget for Upcoming Year
- Discuss 2022 Board Learning Plan

11. Executive session

Motion by Hawthorn to move to Executive Session. Second by Barness. All ayes, motion carried.

During Executive Session the board and GM discussed the GM's self evaluation.

Motion by Barness to leave Executive Session and resume regular meeting. Second by Dettmann. All ayes, motion carried.

13. Board Meeting Self Evaluation

Complete independently via the web

14. Adjourn

Motion by Breckbill to adjourn meeting. Second by Hawthorn. All ayes, motion carried. Meeting adjourned at 7:18 pm.