

Oneota Community Co-op
Minutes for Regular Board Meeting
November 23, 2021
5:30 PM
Virtual Meeting via Zoom

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

Board Members Absent: Sassaman absent until 5:49

GM Present: Nate Furler

Co-op Staff: Niki Sanness

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

1. Call to Order

Timm began the meeting at 5:42 p.m.

2. Board Learning

Hawthorn asked if the board is using Zoom as a matter of convenience as he is concerned about the public being able to attend. Timm stated the Zoom link is published with the meeting information and this month it was determined to meet virtually due to current community spread of COVID. Everyone looks forward to meeting in person again when we feel it is safe to do so.

3. Member Comments

None

4. Disposition of Member Comments

Not applicable

5. Agenda Approval

Motion by Breckbill to approve the agenda. Second by Barness. All ayes, motion carried.

6. Minutes Approval

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

7. Policy Monitoring

7.1 D4 : Monitoring GM Performance

Timm stated this report is about GM reports and compliance and making sure we're evaluating the GM. The only thing he put in the report was that we had a few times when GM reports hadn't come in on time but we talked about that in the last board meeting. Furler has been working many extra hours as the store is short-staffed, so he stated compliance. **Motion by Barness to approve the D4 : Monitoring GM Performance report.** Second by Hawthorn. All ayes, motion carried.

7.2 L7 : Asset Protection

Motion by Barness to table L7 : Asset Protection report until next month. Second by Iverson. All ayes, motion carried.

8. Other Board Business

8.1 GM Report

Furler reported sales for October compared to last year is up 12. 11%. We continue to be ahead of budget. Cash forecast continues to look good and trend upwards. Owner Appreciation sale in weeks 42 and 43 resulted in more sales. They hired a new Prepared Foods Manager. Due to ongoing staff shortages, overtime was offered to employees as an incentive to have them work more hours. Some managers are working many extra hours so they, too, were offered overtime pay. The store will be closed for holidays

on November 25, December 25, and January 1. On December 24 store hours will be 9 am – 5 pm. Inventory will be done December 30 instead of December 31 so the store can close at 7 pm on New Years Eve. Budgeting for 2022 is underway. The second PPP loan has officially been forgiven.

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.

8.3 Treasurer Draft Budget

Looking at expenses in the board budget the last few years, one of the biggest expenses was the survey. We're on pace to use all of this year's budget by the end of the year. Timm asked when the last cost of living adjustment was done for the Administrative Assistant. Sanness confirmed it was in 2018. Timm will work with Sanness and Scheffert to develop a proposal for a cost of living adjustment. The 2022 board budget will be voted on next month.

8.4 Next Year's Board Learning Plan

This discussion will be held off until we complete strategic planning and see what learning needs arise from that.

9. New Business

9.1 Staff gifts

Gifts were determined last month. Furler will assign each board member staff member names and cards to write a personal message. These will be due back to the store by December 20.

9.2 Strategic Planning

The first Strategic Planning Session is November 30 from 6 :30 – 9 :00 p.m. The other dates are December 13, 15, and 16.

10. Next Meeting

10.1 Held December 28 at 5:30 p.m.

10.2 Reports for next meeting

- G3: Agenda Planning - Dettmann
- L6: Budgeting/Financial Planning - GM
- L7: Asset Protection - GM
- L2: Staff Treatment - GM
- L3: Compensation and Benefits - GM
- Present Business Plan

10. 2 Other Business for December Meeting

- Vote on board calendar
- Vote on board budget
- Nominations report
- Schedule special nominations meeting in January if needed
- Discuss financial review/audit options
- Set due date for board candidate statements
- Set date for interview of board candidates if needed

11. Executive session

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

During Executive Session the board and GM discussed the GM's contract.

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

12. Board Meeting Self Evaluation

Complete independently via the web.

13. Adjourn

Motion by Barnes to adjourn meeting. Second by Hawthorn. All ayes, motion carried.

Meeting adjourned at 8:02 pm.