

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

January 24, 2022

5:30 PM

Virtual via Zoom

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

**Board Members Absent:**

**GM Present:** Nate Furler

**Co-op Staff :** Nikki Sanness

**Member/Owners Present:** Jeanine Scheffert (Bd Admin Asst)

**Others Present:** Julie Robison, Aimee Viniard-Weideman, ISU Strategic Planning (for Board Learning only)

**Call to Order**

Timm called the meeting to order at 5:34 p.m.

**Board Learning – Strategic Planning**

Aimee Viniard-Weideman of ISU led the board in a strategic plan discussion around the Revised and Engaged Membership strategic direction. In thinking of vision, barriers, and strategic direction, Board discussed the current reality including loss of engagement opportunities due to the pandemic, leading to less overall member engagement. Board envisions a future in which the board is more visible and connects with members via engagement and learning opportunities, and co-op members are connecting to one another in the store in various ways. To realize this vision, board brainstormed about necessary action steps.

**Member Comments**

None

**Disposition of Member Comments**

Not applicable

**Agenda Approval**

**Motion by Hawthorn to amend the agenda.** Second by Sassaman. All ayes, motion carried. Added to consent agenda: G2, L8, Board Candidate Nomination, Year End Board Treasurer Report (through December previous year), Approve Minutes from December 2021 Board Meeting and December 2021 Executive Session minutes.

**Motion by Sassaman to approve the amended agenda.** Second by Hawthorn. All ayes, motion carried.

**Consent Agenda**

**Motion by Barness to approve consent agenda items.** Second by Breckbill. All ayes, motion carried.

## **Monitoring Reports**

### **L6: Budgeting/Financial Planning Monitoring Report**

**Motion by Hawthorn to approve L6: Budgeting/Financial Planning Monitoring Report.** Second by Dettmann. All ayes, motion carried.

## **Other Reports**

### **GM Report**

2021 was a good year even with all of the obstacles we've faced. We're back to a good cash situation in large part because of the forgivable PPP loan. We're back to a good zero amount in our checking account and prepared for whatever is coming next. YTD sales are up a bit compared to last year. Sales growth is close to budget. Labor numbers look good, but that is really due to being short staffed and people are worn out. We've revised the return-to-store policy according to CDC guidelines and purchased a case of new N95 masks for staff. We had to look at the possibility of closing the store recently because so many staff were out. Luckily we didn't end up having to do that, but people are working extremely hard to pull this off. There have been recent price increases due to changing availability. Some things are randomly not available due to things we can't control like a lack of trucks, drivers, crop failures, etc.

### **Business Plan**

Furler stated there will be a more initiative-focused business plan after we are done with strategic planning. This is mostly a bare-bones financial business plan for now.

Financial targets for the coming year: looking to break \$5 million. Looking for a margin increased to 37.7%. We'll see in year three of the pandemic what shopping patterns emerge. We'll need to plot our course according to that data and strategic planning.

Our top cost is cost of goods, second is cost of labor. We do not intend to take on additional debt. We'll pay off loans on schedule.

## **Other Board Business**

### **Board Assessment of Annual Member Payments**

In preparation for election:

3,726 owners in good standing.

Total number of emailed ballots: 2,059

Total number of mailed ballots: 2,903

Some have no contact info on file.

### **Board education plan**

Hawthorn putting together binders for new board members.

### **Deadline for Board Candidate Statements to be published**

Would like a candidate forum soon after candidates are announced. More interaction is anticipated this year than last year.

#### **Vote on board calendar**

**Motion by Dettmann to approve board calendar.** Second by Sassaman. All ayes, motion carried. Board calendar includes topics scheduled each month, prescribed by policies and past practices. This year a May board retreat was added. There may be more added once we have completed the current strategic planning process. Board will do a bare-bones virtual annual meeting this year in the hopes we can have a later in-person outdoor meeting to announce the strategic plan once it is warmer outside. Board is also looking into cost-effective ways to host a board election when it is uncontested.

#### **Reminder ADA access for annual meeting (if we met in person).**

**February Meeting** - February 22, 5:30 p.m.

##### Policy Monitoring

- D: Global Governance - Management Connection - Timm
- L9: GM Succession - GM
- L5: Financial Conditions (Quarterly Report, End of Year Financials) - GM

##### Other Business

- Board Member Linkage Committee presents plan for year to board
- Board Candidate Statements
- Reminder ballots sent out with candidate statements (Election held March 1-31)
- Audit/Financial Review Update

#### **Executive Session**

**Motion by Hawthorn to move to executive session.** Second by Barness. All ayes, motion carried. Executive session began at 8:17 p.m.

Regular meeting resumed at 8:26 p.m.

#### **Board Meeting Self Evaluation**

[www.surveymonkey.com](http://www.surveymonkey.com)

#### **Adjourn**

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

Meeting adjourned at 8:27 p.m.