

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

November 29, 2022

5:30 PM

First Lutheran Church Fireside Room

Board Members Present: Scott Timm, Bill Iverson, Bailey Lutz, Aaron Detter; Hannah Breckbill and Detra Dettmann via phone

Board Members Absent: Scott Hawthorn

GM Present: Nate Furler

Co-op Staff: Nikki Sanness

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

1. Call to Order

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

2. Agenda Approval

Motion by Iverson to approve the agenda. Second by Lutz. All ayes, motion carried.

3. Board Learning - Review Policy G3: Agenda Planning

Agenda planning happens largely at the December meeting. More discussion to take place later in the meeting.

4. Member Comments

None

5. Disposition of Member Comments

No member comments

6. Consent Agenda

None

7. Minutes Review and Approval

Motion by Lutz to approve the October 2022 Minutes. Second by Iverson. All ayes, motion carried. **Motion by Lutz to approve the October 2022 Executive Session Minutes.** Second by Detter. All ayes, motion carried.

8. Policy Monitoring

8.1 D4: Monitoring GM Performance

This is a timely report as we look at GM's contract and self-evaluation and gathering data through internal and external reports. There were times when reports didn't come in on time but we had healthy discussions about every one and there was always a good reason when things were delayed. All noncompliance issues were due to staffing shortages. **Motion by Dettmann to approve D4: Monitoring GM Performance.** Second by Iverson. All ayes, motion carried.

9. Other Board Business

9.1 GM Report

About \$4.1 million in sales, which is about 1% below budget. Checking and savings still doing well. Year-to-Year sales are \$50k up from last year, although sales growth is below budget. Labor up due to overtime and training but getting back to correct staffing levels. Lights on the roofline replaced. Gutter installation on front awning to happen this week. Decorah Mobile Glass replacing front windows. Interviews for Center Store Manager happening this coming week. Presented benefits to staff for the first time; coverage to begin January 1 for those who signed up. Excited to be able to offer short-term and long-term disability.

9.2 Nominations Report

Nominations Committee met. Board members will be tabling at the Co-op to talk about why they are on the board. Don't know yet if our incumbents will be running again. Board proposed having a November 1 deadline for this decision in the future to help with board recruitment efforts.

9.3 Discuss Board Budget for Upcoming Year

Iverson asks board members to come to the next meeting with line items for budget. We have not spent budgeted money on board development and would be good to make this happen. Want a board budget that reflects our plan and want to utilize this opportunity.

9.4 Next Year's Board Learning Plan to inform calendar development

Board members will research board development opportunities and come to next meeting with proposal of what want to attend.

9.5 Board Skills Matrix

Dettmann created the next steps of the Board Skills Matrix, asking board members to self-assess skill levels. This will help see where current board is strong and where there may be gaps. This will help determine professional development and board recruitment needs.

10. New Business

10.1 Proposed survey to members regarding an all-digital election process

Created a survey to see if members will support a digital-only election. Thinking through how to get this survey to as many people as we can and how to make sure we aren't only reaching those already online. This change will necessitate Co-op upping our game on getting the word out through multiple communication avenues.

10.2 Columinate and Board Development

Board members are to research this and report back in December meeting.

11. December Meeting: Virtual Meeting - December 27, 5:30 p.m., Virtual Meeting

11.1 Policy Monitoring

- G3: Agenda Planning - Dettmann
- L6: Budgeting/Financial Planning - GM

- L7: Asset Protection - GM
- L3: Compensation & Benefits - GM
- L2: Staff Treatment - GM
- Present Business Plan (move to January 2023)

11.2 Other Business

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

12. Executive Session - Update and Revise GM Employment Agreement

Motion by Detter to adjourn to executive session. Second by Lutz. All ayes, motion carried.
Regular meeting adjourned at 6:37 p.m.

13. Adjourn

Motion by Lutz to adjourn meeting. Second by Iverson. All ayes, motion carried.
Meeting adjourned at 7:49 pm.