

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

December 28, 2022

5:30 PM

Virtual Via Zoom

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

Board Members Absent: Hannah Breckbill

GM Present: Nate Furler

Co-op Staff: Niki Sanness

Member/Owners Present: Jeanine Scheffert (Board Admin Asst)

1. Call to Order

Timm called the meeting to order at 5:35 p.m.

2. Agenda Approval

Motion by Detter to approve the agenda. Second by Dettmann. All ayes, motion carried.

3. Board Learning - Board Job Description

Board reviewed the Board Job Description report which will be due next month.

4. Member Comments

None

5. Disposition of Member Comments

No member comments

6. Consent Agenda

None

7. Minutes Review and Approval

Motion by Detter to approve the November 2022 Minutes and November 2022 Executive Session Minutes. Second by Hawthorn. All ayes, motion carried.

8. Policy Monitoring

8.1 G3: Agenda Planning Monitoring Report

Motion by Lutz to approve G3: Agenda Planning monitoring report. Second by Detter. All ayes, motion carried.

8.2 L3: Compensation and Benefits Monitoring Report

GM reported Non-compliance with L3.1 and Compliance with L3.2, L3.3, and L3.4

8.3 L7: Asset Protection Monitoring Report

GM reported Non-compliance with 7.2 and Compliance with 7.1, 7.3, 7.4, 7.5, 7.6, and 7.7.

8.4 L2: Staff Treatment Monitoring Report

GM reported Non-Compliance on L2.2 and Compliance on L2.1, L2.3, L2.4, L2.5 and L2.6.

9. Other Board Business

9.1 GM Report

GM Furler reported sales are -.65% compared to budget. Phil Jahnke-Sauer hired as the Center Store Manager and had previously served as Prepared Foods Manager. Will be hiring new Prepared Foods Manager. Recognition of Leadership Team as well as the Center Store/Front End Assistant Managers for maintaining smooth operations after departure of Operations Manager. Front seating area window with the seal issue has been replaced. November saw some increased expenses including about \$7,100 to work on our rack system and refill our refrigerant. Continuing to address pricing and margin issues in our Center Store subdepartments.

9.2 Board Calendar Input

As board calendar and budget are developed, need to factor in any anticipated participation in Columinate offerings. Board members are to let Dettmann know what they may be interested in.

9.3 Board Budget

Motion by Hawthorn to table Board Budget until next month. Second by Iverson. All ayes, motion carried.

9.4 Nominations Report

Iverson, Hawthorn, and Michelle Barness serving on the committee. A tabling session happened with Iverson and Breckbill which produced some results. Nominations committee will nominate candidates to the January meeting.

9.5 Schedule special nominations meeting in January

It was determined this special meeting will not be needed.

9.6 Financial review/audit options

It is a financial review year which will be done by Hacker and Nelson.

9.7 Set due date for board candidate statements

It was determined this is not needed.

9.8 Set meeting in early January to interview board candidates

It was determined this is not needed.

10. New Business

10.1 Skills Matrix

Dettmann reported most of the desired skills are currently represented by the board. Where we could use more experience is in executive performance review, accounting, and financial investment. The next review of board skills should be done in May with the new board seated.

11. January Meeting: January 24, 5:30, Fireside Room at First Lutheran

11.1 Policy Monitoring

- G2: Board Job Description - Detter
- Board Budget - Iverson
- L6: Budgeting/Financial Planning (Includes business plan) - GM
- L8: Executive Limitations - GM

11.2 Other Business

- Board Treasurer Year End Report (through December previous year) - Iverson
- Board Assessment of Annual Member Payments - GM
- Discuss plan for upcoming board education
- Board nominates candidates for election
- Reminder of deadline for Board Candidate Statements to be published - Committee
- Remind staff to reserve annual meeting space with ADA access
- Audit/Financial Review Update
- Vote on Board Calendar

12. Executive Session - GM Contract Renewal

Motion by Hawthorn to adjourn to executive session. Second by Iverson. All ayes, motion carried. Board entered executive session at 7:33 p.m.

13. Adjourn

Motion by Iverson to end Executive Session and resume regular meeting. Second by Dettmann. All ayes, motion carried. Motion by Dettmann to adjourn regular meeting. Second by Iverson. All ayes, motion carried. Meeting adjourned at 8:00 p.m.