

Oneota Community Co-op
Minutes for Regular Board Meeting

July 25, 2023

6:30 PM

First Lutheran Church Fireside Room

Board Members Present: Bailey Lutz, Brennan Allsworth, Detra Dettmann, Scott Timm, Hannah Breckbill

Board Members Absent: Bill Iverson, Aaron Detter

GM Present: Nate Furler

Co-op Staff: Niki Sanness

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

Lutz called the meeting to order at 6:33 p.m.

Motion by Lutz to amend agenda by moving D1, D2, D3 to Consent Agenda. Second by Allsworth. All ayes, motion carried. **Motion by Breckbill to approve amended agenda.** Second by Lutz. All ayes, motion carried.

For Board Learning the board reviewed the Board Committee Principles Policy. The monitoring report for this policy will be reviewed next month. Board members also reviewed the matrix of skills and the level of expertise self-reported by each board member. There was no ranking of the importance of the skills. Dettmann will amend the survey to gather feedback to see what skills are most important to have on the board and what skills are less important overall. With such a small number of board members it is important to know the most important skills needed.

Motion by Dettmann to approve Consent Agenda which includes approval of D1: Unity of Control, D2: Accountability of GM, D3: Delegation to the GM monitoring reports. Second by Breckbill. All ayes, motion carried.

Motion by Breckbill to approve the June 2023 Meeting Minutes. Second by Allsworth. All ayes, motion carried.

Furler presented the L5: Financial Condition Quarterly Report and reported compliance on the entire policy. He's excited to be compliant this early in the year as the store is already ahead of budget. Ratios are holding steady. Very happy with where we are sitting.

Furler presented the E1: Ends monitoring report which shows how, as a co-op, we are meeting our Ends. He stated he feels we are living our mission, with room to improve. Management is thinking about using the term "hyper-local" to define and highlight local producers and identify gaps. Also looking to see if we should define "local" as a broader geographic area. Furler is looking forward to being staffed enough to look forward and make plans with the Ends in mind. Board congratulates co-op team for working daily towards these Ends.

Furler presented the monitoring report for L6: Budgeting/Financial Planning. This is a top-level policy that goes over the budget and business plan, including operating budget, cash flow, and balance sheet. This is something that the leadership team always keeps in mind. The store

upgraded to new payroll software. Haven't yet updated the personnel manual. Performance reviews are underway. Making headway in digitalizing documentation and improving employee training processes. Updating the website. Have contingency plans ready. Classroom space is ready. Will soon have the upstairs apartments ready to rent.

In Furler's GM Report he reports things are looking good. We are up 3.82% or \$95k ahead through June compared to budget and above 6.99% or \$170k compared to last year. Labor and sales per labor hour have been really good. Have been able to capitalize on increased tourism. Maintenance is over budget because the rack system went down in June. Are looking to see if there is a way to do more preventative maintenance. Staff are now using the new breakroom, the website is getting worked on, and the kitchen classroom has been converted back to a classroom. Board meetings will be held in the classroom starting next month. New gift cards will launch in August.

Fall frolic registration is underway. The store will close early that day so that all staff may attend. Owner Appreciation Day will be extended by one day to make up for it. Recently did an external staff survey. Overall, things look good with all results being above benchmark. Responses are still being reviewed.

Luther may help scan and digitize archival photos and documents for the 50th anniversary. Are planning a celebration for Friday, April 12, 2024, to include a catered meal and Footnotes. Will also have a Fall Frolic again at Luna Valley.

Board reviewed the Treasurer Quarterly Report. Q2 spending is under budget. We have training funds available to use. **Motion by Dettmann to Treasurer Quarterly Report.** Second by Breckbill. All ayes, motion carried.

Breckbill will reach out to Board Compensation Committee members and bring information to the next meeting. Will also see if Columinate has resources about this. Would be ideal if this was done on a timeline that made it possible to include in already scheduled member mailings.

Timm will share out notes from the retreat with the Board.

Fall Frolic at Luna Valley will be a laid-back community gathering.

Dettmann reviewed upcoming board training opportunities. Board members are encouraged to sign up and be reimbursed.

August Meeting will be held August 22, 6:30 p.m. in the Co-op Classroom. Monitoring Report D: G5: Board Committee Principles will be completed by Timm. In other business the Board will set dates for Board Election Process, announce upcoming board elections and call for candidates, and discuss board right-sizing.

Motion by Breckbill to adjourn meeting. Second by Allsworth. All ayes, motion carried. Meeting adjourned at 8:29 p.m.