

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

November 21, 2023

5:30 PM

Co-op Classroom

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

**Board Members Absent:** None

**GM Present:** Nate Furler

**Co-op Staff:** None

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

Timm called the meeting to order at 5:31 p.m.

**Motion by Breckbill to approve agenda with amendment of moving G6: Governance Investment Revision and L7: Asset Protection reports into consent agenda.** Second by Lutz. All ayes, motion carried.

During **Board Learning** the Board reviewed G3: Agenda Planning monitoring report description. This report outlines how the Board systematically seeks member input on values related to Ends. The monitoring report itself will be completed by the Board at the December meeting.

No **member comments** were presented this month.

**Motion by Breckbill to remove G6: Governance Investment Revision from the Consent Agenda.** Second by Iverson. All ayes, motion carried. **Motion by Breckbill to approve the Consent Agenda as modified.** Second by Lutz. All ayes, motion carried.

**Motion by Lutz to approve the October 2023 Regular Meeting Minutes.** Second by Allsworth. All ayes, motion carried. **Motion by Lutz to approve the October 2023 Executive Session Meeting Minutes.** Second by Allsworth. All ayes, motion carried.

Board discussed G6: Governance Investment Policy. Discussion clarified that this policy ensures the board allocates some budget for governance investment, but also allows for budgeting for other line items. **Motion by Dettmann to approve G6: Governance Investment Policy Revision.** Second by Lutz. All ayes, motion carried.

Board discussed how D4: Monitoring GM Performance outlines how Board monitors GM performance. Board oversees policy-related performance but does not oversee operations. Board reports compliance. **Motion by Allsworth to approve D4: Monitoring GM Performance monitoring report.** Second by Iverson. All ayes, motion carried.

Board discussed proposed changes to policy language by changing “his/her” references to “their” for more inclusive language. Dettmann will update policy and present to Board at next meeting. For Policy Changes, Dettmann will file updated policies after board has approved changes.

In the GM Report Furler noted sales are doing well with well-controlled labor ratios. We are in the midst of a member and shopper survey that will end December 15. Have lots of new holiday products, the wellness desk is getting remodeled, will have seasonal floor cleaning and resealing Dec 1-2, after work hours. Looking into putting a door in between the two buildings, which would be advantageous especially at times there may be a need for a back-up cashier.

Due to strong sales this year, are able to purchase some items for the 50th anniversary this year and alleviate the need to budget for them in the upcoming year. We received a \$10k Iowa Travel grant to cover cost of producing videos for the 50th and historical archives. We’re still working on the Employee Retention Credit second opinion.

The Double Up Food Bucks program, an Iowa Healthy State initiative that matches dollar allotments for fresh fruits and vegetables for those using SNAP benefits, has switched to an EBT system instead of using cash. This is problematic because it does not integrate with our POS system. We are committed to trying to make it work but have also reached out to CoPOS asking them to integrate the systems.

We’ve adjusted the plan for our 50th anniversary celebration from a buffet to soup with a commemorative bowl, making the event more financially accessible and family friendly.

Nominations Committee reported they have identified two interested board candidates and continue to reach out to find more.

Board discussed budget for next year. With the Co-op’s budget at an estimated \$5 million, the board budget could be ~\$25,000. Iverson will increase line items and bring final budget for review in December. Board is looking to add money for board development, potentially hiring a consultant, admin assistant, insurance, board elections, and community linkage, including matching grant funds.

Board discussed goals for board learning in the coming year. Board has consistently underutilized the budget for board learning and would like to do more in the future. Columinate has a cooperative board development program we will look into.

In new business, board discussed the fact Board Vice President Aaron Detter had resigned from the board for personal reasons. The board thanks him for his term of service and wishes him well. Without Detter in the VP role, another VP will need to be appointed or elected. VP oversees the upcoming election.

**Motion by Breckbill to nominate Lutz for Board Vice President.** Second by Allsworth. All ayes, motion carried.

Board will reach out to solid past board members to see if they are interested in being appointed to fill the remainder of Detter's term.

Board reviewed the Iowa Food Hub Agreement to launch the "Grow the Good" grant program. **Motion by Allsworth to approve Iowa Food Hub Agreement for grant program.** Second by Iverson. All ayes, motion carried. Breckbill will bring the signed copy and Timm will sign. Board thanks Breckbill and Allsworth for their work on this program.

Breckbill shared next steps for the **Grow the Good Grant Program**. The first announcement and outreach for the grant program will happen the weekend of December 2. Breckbill and Allsworth are writing a sponsor letter in consultation with Furler and Tanya O'Connor. Potential large donors will be approached first, committee will also make lower-level contributions accessible. Breckbill is working on creating an application and evaluation rubric. A review committee of board members and non-board committee members will be assembled.

The next monthly meeting will be held December 19 at 5:30 Co-op Classroom

**Motion by Breckbill to adjourn to Executive Session to discuss GM Contract.** Second by Allsworth. All ayes, motion carried.

**Motion by Iverson to adjourn meeting.** Second by Lutz. All ayes, motion carried. Meeting adjourned at 7:35 p.m.