

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

December 19, 2023

5:30 PM

Co-op Classroom

Board Members Present: Bailey Lutz, Brennan Allsworth, Scott Timm, Bill Iverson, Carl Peterson, Hannah Breckbill

Board Members Absent: Detra Dettmann

GM Present: Nate Furler

Co-op Staff:

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

Timm called the meeting to order at 5:33 p.m. Board welcomes Carl Peterson as a new board member.

Motion by Lutz to approve amended agenda adding approval of executive session meeting minutes to minutes review and approval. Second by Allsworth. All ayes, motion carried.

During **Board Learning board reviewed monitoring policy G2: Board Job Description**. G2 states that it is the job of the Board to represent member-owners in ensuring appropriate organizational performance. This is done by creating a link to member-owners and enacting written policies.

Minutes from November were reviewed. **Motion by Lutz to approve the November 2023 Regular Meeting Minutes.** Second by Iverson. Peterson abstained; he was not in attendance. All others ayes, motion carried. **Motion by Lutz to approve the Zoom 12/6 Meeting Minutes.** Second by Allsworth. Peterson abstained; he was not in attendance. All others ayes, motion carried. **Motion by Lutz to approve the November 2023 Executive Session Meeting Minutes.** Second by Iverson. Peterson abstained; he was not in attendance. All others ayes, motion carried.

For Policy Monitoring, board discussed G3: Agenda Planning. Board has been consistent in keeping a calendar of monitoring and thoroughly examining reports. Will work to attend more professional development opportunities and use consent agenda more, when appropriate, in the coming year.

Motion by Breckbill to approve reporting compliance for G3: Agenda Planning. Second by Allsworth. All ayes, motion carried.

Board reviewed proposed edits to **D4 Monitoring GM Performance policy**. **Motion by Breckbill to approve edits on G4 Monitoring GM Performance policy.** Second by Iverson. All ayes, motion carried. Board Secretary will send GM the approved edits to this policy and GM will update the file on the Co-op website. Board discussed moving away from printed policies towards digital files only. This discussion will continue in future meetings.

Furler gave his monthly **GM Report**. He stated sales are currently 3.35% ahead of our budget and 6% ahead of last year. We're actively saving for payment of our member-loan program. Labor is being managed well; learned to cover when people are unable to make it in, but have enough staff that people don't have to work to the point of exhaustion. Budget will be complete in January. Member survey will be open a bit longer; there is good response so far. The new wellness desk is nearly complete. It is nice to have more open space. We're sealing the floor a little bit differently now. Exploring the option of an interior door between two buildings; nothing stood out from the city or architect that would prevent us. We see advantages of this but don't have a timeline at this point. It would be about \$30,000 if we move forward with it. The new digital SNAP EBT Double Up Food Bucks program will start this week. Still working on a second opinion for the Employee Retention Credit in the hopes that we could get \$25k back, which other businesses and co-ops have.

2024 Board Calendar was reviewed. **Motion by Lutz to approve 2024 Board Calendar.** Second by Breckbill. All ayes, motion carried.

2024 Board Budget was presented by Iverson. **Motion by Lutz to amend 2023 Board Budget to put \$4k towards community development.** Second by Iverson. All ayes, motion carried.

Motion by Breckbill to approve 2024 Board Budget as presented. Second by Lutz. All ayes, motion carried.

During Nominations Report it was reported no nominations have come in yet, but know of 3 interested candidates for the 2 positions. Deadline for nominations is December 31. Marketing team will put out another call to remind people. This can be an entry-level position and a way to develop board member skill sets.

GM Furler stated this is a full audit year. Hacker and Nelson will do an audit in January and will report to the board in February.

Board was reminded due date for board candidate statements is end of January or beginning of February.

Update provided on **Grow the Good Grant Program**. Currently have sponsorships from Luna Valley, Seed Savers Exchange, Decorah Bank and Trust, Humble Hands Harvest, Women Food and Agriculture Network, and Sustainable Agriculture Trust, for a total of \$2300, which is about ½ way to our sponsorship total. Excited to start fundraising with membership next, early in 2024. Co-op member-owner Rachael Munn has volunteered to be on the review committee. We will do a round-up-at-the-register January 8-21. Decorah Food Hub will be the fiscal agent.

Next meeting set for January 23, 2024 Meeting at 5:30 Co-op Classroom. Iverson will not be in attendance

Motion by Peterson to adjourn meeting. Second by Allsworth. All ayes, motion carried.

Meeting adjourned at 6:59 p.m.