

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

April 23, 2024

5:30 PM

Co-op Classroom

**Board Members Present:** Bee Lutz, Brennan Allsworth, Bill Iverson, Hannah Breckbill, Carl Peterson, Nathan Dietzenbach (incoming), Piper Wood (incoming), Scott Timm (outgoing; attended until 9.6 Board Officer Elections), Detra Dettmann (outgoing; attended until 9.6 Board Officer Elections)

**Board Members Absent:**

**GM Present:** Nate Furler

**Co-op Staff:** Nikki Sanness

**Member/Owners Present:** Jeanine Scheffert (Bd Admin Asst),

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

**Motion by Dettmann to approve the amended agenda.** Second by Allsworth. All ayes, motion carried. Amendment to add 11.1 New Business: Parking Lot Discussion.

During **Board Learning** reviewed G4: Board Code of Conduct policy  
G4 report will be next month's group report. Revised G4.2.2 to change "her/his" to "their"

**Motion by Allsworth to approve the March 2024 Meeting Minutes.** Second by Iverson. All ayes, motion carried.

**Motion by Breckbill to approve 8.1 Global Governance Commitment.** Second by Allsworth. All ayes, motion carried.

Compliance reported.

**Motion by Breckbill to approve L5 Financial Condition.** Second by Lutz. All ayes, motion carried. We're doing well financially. We normally budget for a Q1 loss, but we're close to breaking even. Although sales have been slower than projected, we recouped this easily by managing other expenses. The only place we must report noncompliance is for the "quick and current" ratios. This ratio just dropped because member loans are now becoming "current." This means we don't have enough cash to pay off member loans in full, which we've known for a while. We have a plan to take out a loan from DB&T when needed. We will likely report "noncompliance" here for the rest of the year.

**Motion by Peterson to approve E — Ends.** Second by Lutz. All ayes, motion carried. Bulk sales continue to drop. We tried to revamp the bulk department in 2019, but that didn't resolve the issue. We're still attempting to figure this out. We know there is a cultural aspect to the success of this department. Local sales are up. Contributions are up because of a now continuous round-up-at-the-register. EBT sales continue to go down. We don't see this as a good thing; it is likely because price increases and changes in double-up-food-bucks have dissuaded people from shopping at the Co-op. New member numbers have slowed down. We haven't been concentrating on this lately. We have a good number of members for the size of town we're in. According to our employee survey, employees feel valued, fairly compensated and engaged in meaningful work. We conduct staff surveys every year (every other

internal/external). Living wage has gone up to \$20/hour in Winneshiek county. We want to be able to hit that, but it is difficult to do.

**Motion by Breckbill to destroy 2024 election materials.** Second by Iverson. All ayes, motion carried. The board welcomes new board members Nathan Dietzenbach and Piper Wood. Thanks to Timm and Dettmann for their time on the board. The board shares appreciation for all the great things they've done in their years of service. Timm and Dettman share appreciation.

Wood and Dietzenbach are officially seated as board members.

Board members sign the code of conduct.

**Motion by Breckbill to install Bailey Lutz as President.** Second by Iverson. All ayes, motion carried. Lutz accepts the nomination and begins chairing the meeting. Timm and Dettmann leave the meeting.

**Motion by Peterson to install Brennan Allsworth as Vice President, Nathan Dietzenbach as Secretary, Hannah Breckbill as Treasurer.** Second by Iverson. All ayes, motion carried.

**Motion by Allsworth to adopt Allsworth and Dietzenbach as Board Development Committee.** Second by Breckbill. All ayes, motion carried. Board development committee must be composed of VP as chair, one other board member, and additional Co-op member/owners.

#### **Member Linkage Committee**

**Motion by Allsworth to adopt Breckbill, Peterson, and Wood as Member Linkage Committee.** Second by Breckbill. All ayes, motion carried.

Member Linkage Committee is tasked with creating effective avenues between board and member/owners. Two board members are required to be on this committee.

Member owners may be given a volunteer discount if they volunteer to be part of a committee.

**Motion by Wood to approve the Treasurer's Quarterly Report (through March).** Second by Allsworth. All ayes, motion carried.

Iverson, outgoing treasurer, reported on board spending through March. The biggest board expenses include the election, insurance, annual meeting, fall frolic, and co-op staff gifts when there is money left to do so. We're on target now. Upcoming changes to the board budget include adding board compensation and the Grow the Good grant program. As new treasurer, Breckbill will create a new budget for approval in June. The Board budget is limited to ½ of 1% of the co-op's operating budget, currently making it up to \$25k.

The board will meet for a **retreat on Sunday, June 23**. This will be a time for team building and visiting the board's strategic plan. Lutz will work with Allsworth to find a facilitator and develop an agenda.

**Motion by Iverson that board compensation will be added to board members' accounts the first of every month for preceding board meeting. Compensation will start April 23 meeting, put on board's account May first. In April transition months, both outgoing and**

**incoming board members will be compensated.** Second by Allsworth. All ayes, motion carried.

**GM Report:** We made the NCG benchmark of 3% sales growth, but did not make our budget, which was slightly higher than this benchmark. Checking and savings is still stable. We're up \$41k year-over-year. Labor is well controlled, some of it because of call-outs.

Bulk department continues to drop in sales. We'll be exploring another reset and renewed options. Refrigerant leakage continues to cost us. We're \$10k over budget for maintenance this year but are setting up a new system of regular maintenance checks in the hopes of improving maintenance costs and environmental damage.

Management structure of the store has shifted to include front end and grocery managers instead of a center store manager. There is a marketing manager level position now and we have a new fresh manager.

We're looking for a new home for the deli island. New shelving is slated to come in soon. We're waiting for an estimate to swap the basement freezer and cooler.

We've overhauled the website and are working on fine-tuning the details. The Travel Iowa grant for videos is coming up.

For the remaining 50th anniversary celebration, we have the fall frolic, which will be less involved than the annual meeting. We're moving ahead with general merch we brought in + archiving historical documentation in collaboration with Luther and another digitizing organization. This will be done over the course of years.

**Motion by Breckbill to allocate \$400 for seedling coupons for co-op staff.** Second by Dietzenbach. All ayes, motion carried.

Board members reviewed **upcoming training** possibilities. April 23 - Leadership Learning Circle - Change and Resistance: Am I Immune to Change? (5 Sessions on Tuesdays) - Virtual (Columinate). April 28 - Board Presidents Roundtable - Virtual (Columinate). May 8 - Constructive Approaches to Handling Complaints About Your GM - Virtual (Columinate)

Representing the co-op board, **Peterson will approach the city to discuss the possibility of a grant-funded water catchment process in the lower parking lot behind the co-op.**

**Member Linkage Committee will discuss the scheduling and hosting of upcoming Co-op potlucks.** The next potluck will be held on the third Thursday of May at Phelps Park.

**Dietzenbach will investigate the board's email system and potentially move it to the managed @oneotacoop system, with appropriate access.**

The **next meeting** will be held on **May 28, 2024, at 5:30 in the Co-op Classroom**

**Motion by Iverson to enter executive session.** Seconded by Peterson, All ayes, motion carried. Executive session entered at 7:15 p.m.

**Board Members Present:** Bailey Lutz, Piper Wood, Brennan Allsworth, Nathan Dietzenbach, Hannah Breckbill, Bill Iverson, Carl Peterson.

**GM Present:** Nate Furler

**Motion by Iverson to adjourn executive session.** Seconded by Peterson, All ayes, motion carried.

**Motion by Lutz to adjourn meeting.** Seconded by Breckbill, All ayes, motion carried. The meeting adjourned at 8:01 p.m.