

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

Tuesday, October 28, 2025, 6:00 pm, Co-op Classroom

Board Members Present: Brennan Allsworth(*Virtual*), Hannah Breckbill, Erin Shaw, Amy Grinna, Steph Hughes, Piper Wood, Carly Zierke

Board Members Absent: None

GM Present : Nate Furler

Co-op Staff Present : Nikki Sanness

Administrative Assistant Present: Alison Blake

Member/Owners Present: None

Call to Order

Wood called the meeting to order at 6:01 pm.

Agenda

Breckbill requested to add "Allocating funds for Member Linkage committee" to discuss at this meeting. Added as 9.2.2. *Grinna motioned to approve the agenda as edited, Hughes seconded. All ayes, motion carried.*

Consent Agenda

None

September Minutes

"Year-over-year" in place of "YTD". *Zierke moved to approve September minutes as amended, Breckbill seconded. All ayes, motion carried.*

Member Comments

Grinna tabled and received the following verbal member comments. Staff very helpful, falafel Friday was called out as a positive. A lot of people extended a lot of appreciation to the board and the coop. Good to see that people are really grateful and see the coop as an asset.

Board Learning

D4: Monitoring GM Performance

The numbering goes from D4.4 to D4.6, therefore D4.6 will change to D4.5.

L7: Asset Protection

Add periods after all clauses. L7.8 update to formatting.

Policy Monitoring

G6 : Governance Investment

G6.2.1 Sanness recommends that the “prior year’s annual budget” should be “prior year’s annual sales”. *Zierke moved to report compliance on G6, Hughes seconded. All ayes.*

L5 report by Furler and Sanness. 2 items in L5 are reported as not compliant. Currently the net income is inadequate, however this is budgeted. While the first quarter was strong, the Coop has been investing in long-term maintenance and training. The other item is that the 1120 tax payment is not complete as the federal government is currently shut down. There have been no additional penalties or interest charged and the government has been provided a copy of the Coop’s tax return. *Motion by Grinna to accept the L5, seconded by Breckbill. All ayes to accept the L report prepared by Furler including reporting 5.2 and 5.7 noncompliant.*

Other Board Business

Board Development Committee Updates : Board Skills Matrix

The board conducted a new skills matrix to identify areas of strength and opportunities for development. Overall, the board is well-balanced and possesses a wide range of essential competencies, as demonstrated by the number of skills that board members bring that aren’t captured by the current tool.

It may be helpful to have future board applicants complete a skills matrix as part of the application process, though the current application has already been released and so can’t be updated.

The Middlebury Natural Foods Co-op has extensive materials on Executive Performance Reviews and has expressed willingness to share resources. The Consumer Cooperative Management YouTube channel is another source with relevant content.

Board Nomination Committee Updates

Allsworth has reached out to members to join the Nomination Committee and will broaden outreach if there isn’t enough interest. Allsworth is also seeking one additional board member for the committee. Breckbill would be happy to switch to the Board Development Committee from the Member Linkage Committee.

Additional blog posts are being prepared to support nominations outreach and the tabling efforts at the store have been successful; one member took an application. In-store visibility has been valuable for engaging members.

Member Linkage Committee Updates : Co-op Principles Mini-Series

A promotional poster has been prepared and is ready for distribution. The series will kick off on November 11, from 7-8 PM at Pulpit Rock. Breckbill will moderate the first session, and a blog post is ready for publication with a graphic prepared for Facebook promotion.

Member Linkage Committee Updates : Approve Funds for Mini-Series

The board reviewed a budget proposal for the series. The board confirms that there is sufficient remaining funding in the FY 2025 budget line to cover the costs.

Treasurer Quarterly Report (through September)

We are currently below budget. There was a discussion about potential support for the Food Pantry. While a food pantry round-up is planned, it won't occur soon enough to provide support for November if funds aren't allocated by the government. Further clarification is needed to determine what type of support will be most helpful and how the Coop can collaborate with other businesses. Hughes will follow up with the food pantry and will update the board.

Draft Board Budget

Election expenses should be less for 2026, but we won't make adjustments so that we will have the ability to invest in our community should the need arise. Budget to be approved at the November board meeting

GM Report

Sales are performing strongly, and are 5.97% above budget. The Coop is experiencing some turnover. Labor as a percentage of sales is healthy, though staff capacity is strained. An external consultant visited on-site and continues to offer weekly remote check-ins. A multi-year strategic plan for wages is being developed with an outside consultant. Annual staff reviews are mostly complete, though a few remain outstanding due to staffing changes and absences.

Bathroom remodels are in the final phase. Work continues with a contractor to integrate the HVAC system into an online access platform, projected for completion by mid-November. Some ice buildup was noted on the back of the freezer unit; refrigeration professionals have been contacted to assess the issue. The freezers remain fully functional.

Reminders

Member Linkage series begins on November 11 at Pulpit Rock from 7-8.
The next potluck is November 20th at Good Shepherd Lutheran Church.

Wrap Up

The next meeting is November 25.

Breckbill moves to enter executive session, Grinna seconds. All ayes. The open session adjourned at 8:16 PM.

Hughes moves to adjourn. Seconded by Shaw. All ayes. The meeting adjourned at 9:01 pm.