

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

August 27, 2019 5:30 PM

Kitchen Classroom, 308 W. Water St.

Board Members Present: Scott Hawthorn, Scott Timm, Michelle Barness, Bill Iverson, Detra Dettmann arrived 5:51

Board Members Absent: Emily Neal, Andy Sassman

GM Present: David Lester

Co-op Staff : Nate Furler (Marketing Manager)

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

1. Call to Order

Timm called the meeting to order at 5:47 p.m.

2. Board Learning - Google Doc 101

Board uses GoogleDocs to create, share, and store reports. Hawthorn walked board through new SOP for using GoogleDocs.

Notes: Google Docs is an online storage. Board keeps records in Google Docs. Board and GM have reports due each month, which is the reason for the storage. Each person makes their own document by copying old report. Important to copy and rename so don't change old reports. Make all old docs uneditedable. GM isn't on the board folder - it is board's folder. Hawthorn walked board through saving Board Google Docs on each personal Google Drive. Each report has a naming file. Walked through how to make a new doc, copy. Make a copy, share it with secretary, then secretary will make a copy and share it. This way, no one can make changes on the original policies or past reports, board member creates own report, then by sharing a copy with secretary, no one can edit your report.

3. Member Comments - none

4. Disposition of Member Comments - No member comments

5. Agenda Review

Motion: Dettmann moved and Hawthorn seconded to **Approve Agenda.**

Motion: Iverson moved and Hawthorn seconded to **Amend agenda to include April, May, and July minutes.** Agenda **passed** by a vote of 5 aye, 0 nay.

6. Approve Minutes for April 2019

Motion: Iverson moved and Barness seconded to **Approve Minutes for April 2019.** Motion **passed** with a vote of 4 aye, 0 nay, 1 abstention. Dettmann abstained because she was not in attendance.

7. Approve Minutes for May 2019

Motion: Barness moved and Hawthorn seconded to **Approve Minutes for May 2019**. Motion **passed** with a vote of 4 aye, 0 nay, 1 abstention. Dettmann abstained because she was not in attendance.

8. Approve Minutes for July 2019

Motion: Dettmann moved and Barness seconded to **Approve Minutes for July 2019**. Motion **passed** with a vote of 5 aye, 0 nay.

9. Consent Agenda - none

10. Reports

10.1 GM Report

Sales were positive in July; not quite +1%. Fareway did a remodel, which has had an effect on our sales, but we're still positive. Cash is about what it was last year, which is especially good considering our remodel. We had maintenance and repair costs we weren't counting on. We're spending money on staff development, which is good. Several staff attended training opportunities this month.

New members have been slow to this point compared to last year but we're coming up on a member drive Sept. 2-14. We'll have extra incentives to become a member
Sales for the year are down 1.5% compared to budget, but we're not feeling too bad because of the remodel. We're managing labor pretty well; 1.4% under budget. Managing our margin at this point is what we're working really hard on.

Local sales had a dip in July. Waving Grains has had a big impact on that and they aren't around at the moment. We're hoping to gain them back someday; Waving Grains or another bakery.

Tunnel project savings took a hit in July. We had a \$2000 repair after a large amount of refrigerant leaked when a valve malfunctioned. We are trying to get that money back from the people who installed the refrigeration system.

Betsy is phasing out of her position as produce department manager. It will happen more significantly next spring. We're working hard now to get a manager in training. We've done interviews, have great candidates, and should be making an offer soon. Betsy has been here 26 years. It will take a while to transfer that knowledge, but we're putting systems in place so we're not reliant on just one person in the future.

We're doing our annual survey of staff about how they are feeling about their employment. We'll get report next month.

10.2 G5: Board Committee Principles

Motion: Hawthorn moved and Iverson seconded to **Approve G5: Board Committee Principles**. Motion **passed** with a vote of 5 aye, 0 nay.

10.3. Action Items - None

11. New Business

11.1 Strategic Planning Update/Consultant Update

Board is reaching out for strategic planning facilitation. We received a proposal from Growth Works out of Minneapolis quoting \$6750 for a one-day strategic planning session and they don't write the plan. They are supposed to be really good at working with local co-ops, but board feels this is a lot of money. ISU quotes \$2000 for a full day, \$500 for an additional day. They do write the plan. Final bill last time we had board strategic planning was \$3-4000 for three in-person meetings.

Lester is going to a GM conference, so he'll reach out to other GMs for names as well. Timm will get a few different groups and create a chart to compare. We want more than one that has experience with co-ops.

At September meeting, we will have more information and can make a decision. We're hoping to get started with the strategic planning in October or November.

12. Next Meeting - September 24 @ 5:30

12.1 [L2: Staff Treatment - GM]

12.2 [L3: Compensation and Benefits - GM]

Dettmann will not be in attendance September 24.

13. Executive Session - none

14. Self-Evaluations - done via internet

15. Adjourn

Motion: Barness moved and Hawthorn seconded to **Adjourn Meeting**. Motion **passed** with a vote of 5 aye, 0 nay. Meeting adjourned at 6:41 p.m.