

**Oneota Community Co-op**  
**Minutes for Regular Board Meeting**  
Dec 17, 2019 5:30 PM  
Kitchen Classroom, 308 W. Water St.

**Board Members Present:** Scott Hawthorn, Scott Timm, Bill Iverson, Michelle Barness

**Board Members Absent:** Detra Dettmann, Emily Neal, Andy Sassman

**GM Present:** David Lester

**Co-op Staff :**

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

**1. Call to Order**

Timm called the meeting to order at 5:34 p.m.

**2. Board Learning - None**

**3. Member Comments - none**

**4. Disposition of Member Comments - No member comments**

**5. Agenda Review**

**Motion:** Barness moved and Hawthorn seconded to **Approve agenda**. Agenda **passed** by a vote of 4 aye, 0 nay.

**6. Consent Agenda - none**

**7. Approve Minutes for November 2019**

**Motion:** Barness moved and Iverson seconded to **Approve Minutes for November 2019**. Motion **passed** with a vote of 4 aye, 0 nay.

**8. Reports**

**8.1 G3: Agenda Planning**

**Motion:** Hawthorn moved and Timm seconded to **Approve G3: Agenda Planning**. Motion **passed** with a vote of 4 aye, 0 nay.

We're outlining the calendar in January of 2020. We had a couple of times this past summer where we had to catch up on missed reports, after missing a June meeting. We may have used the consent agenda once this past year, but it is rare. In our last meeting we talked about Ends and Mission. Subcommittees did work, made recommendations, and listed them in a Google Doc. Will discuss this and talk more about it in January.

## **8.2 GM Report**

November sales were good. We have had a slow start to December - the holiday schedule is off because we lost a week between Thanksgiving and Christmas compared to last year, but we expect a lot of sales this week as people realize Christmas is only a week away. Local sales continue to be an area of strength for the Coop compared to total store sales growth.

Tunnel project savings notes show our December electric bill just came through. We only used 32,000 kWh, compared to 36,000 kWh last year, but the bill is higher because rates went up. GM will look into this discrepancy.

NCG is behind on their reporting - we don't have the last two months in sales trends to see how we're comparing. Hopefully it will be up-to-date by the end of the year.

We are in the planning stages of implementing a new payroll/HR system with Paylocity.

We have new credit card processors - much happier customers and cashiers - it is so much faster. We now see one or two mistakes for the whole day instead of 12+ that happened daily with our old system. It has been a very smooth transition.

We've been invited to apply for Progressive Grocer's magazine's Independent Store of the Year.

We're all very excited about the business planning process. Paula has done a good job of meeting with us, helping us plan. Will show the board next month.

We've deleted all classified ads for jobs - all positions are full.

Our bulletin board was vandalized and staff acted appropriately and swiftly. Decorah Police were involved.

Board asked about emergency procedures. GM said there is a sheet indicating actions to take in case of fire, tornado, altercation, etc. Staff did a great job handling the situation. On the same day, there was a broken pipe that flooded the tunnel and an employee that didn't show up.

## **9. New Business**

### **9.1 Staff gift card update**

Next Monday staff will get a card and gift.

## **9.2 Nomination Report**

Board nomination committee has found four people who are interested in running for the two upcoming open positions on the board. In January, the board reviews the number of members in good standing and nominates candidates at the end of the first week in January. Board approves candidates at the January board meeting. We can hold interviews or candidate debates. Members can still be self-nominated after this if they collect 25 member signatures. The final deadline for all nominations is February 10. Ballots are mailed out March 1. We work with Simply Voting for the election process. We've been happy with them and it has saved us a lot of time.

## **9.3 Financial Review/Audit Update**

Board discussed a board budget consistent with prior years' budgets and as required by policy. This year will be a financial review year. Generally we have a full audit every three years with a financial review in the two years in between. Next year will be the full audit. We've asked the auditors to spend a little bit of extra time this year, even though it is a review year, to look at the money coming in from the capital campaign.

Review will happen in January and be reported on in February board meeting through the L5 End of Year report.

## **9.4 Strategic Planning Recap**

Board would like to engage members in strategic planning discussion. Board has discussed changing Ends and Mission language. Changes include using a more active voice, making each one more clear and up-to-date. Board will discuss further in the next strategic planning session. Board would like to draft suggested changes, then bring it to the membership for input. It feels like due diligence to do this.

## **10. Action Items - none**

## **11. Next Meeting - January 28, 5:30**

**11.1 [G2: Board Job Description - Sassman]**

**11.2 [L6: Budgeting/Financial Planning - GM]**

**11.3 [L8: Communication and Counsel to Board -GM]**

## **12. Executive Session**

**Motion:** Hawthorn moved and Barness seconded to **Move to Executive Session**. Motion **passed** with a vote of 4 aye, 0 nay.

Adjourned to the Executive Session at 6:32 p.m.

### **12.1 Executive Session - GM Letter of Performance**

## **13. Meeting Evaluations - done via internet**

## **15. Adjourn**

**Motion:** Hawthorn moved and Timm seconded to **Adjourn Meeting**. Motion **passed** with a vote of All aye, no nay. Meeting adjourned at 7:35 p.m.