1	Oneota Community Co-op
2	Minutes for Regular Board Meeting
3	August 28, 2012 – 5:00 PM
4	Luther College Campus, Valders Hall, Room 367
5	
6	Board Members Present: Gary Hensley, Anne Dykstra, Johnice Cross, Steve McCargar, Bill Pardee,
7	Jon Jensen, Lora Friest
8	David Lester was not present
9	Co-op Staff, Member/Owners, Present: None
10	
11	1. Call to Order
12	President Pardee called the meeting to order at 5:02 PM
13	2 Poard Loguning
14	<ul> <li>2. Board Learning</li> <li>Alternatives to "at-will"</li> </ul>
15 16	Summary: The Board discussed protections for employees as well as the Board's access to
16 17	information about how employees can be terminated. Next month we will review the
18	Limitations Policy for Staff Treatment.
19	<ul> <li>A process to determine manager compensation</li> </ul>
20	<u>Summary:</u> The process for determining the General Manager (GM) compensation was
21	discussed.
22	The GM will be asked to provide information regarding compensation and how it is comparable
23	to other GMs and how the compensation is affordable to the Coop.
24	
25	3. Member Comments:
26	None
27	
28	4. Disposition of Member Comments:
29	It was noted that since the Board adopted seating arrangement that allows the attending members to see
30	the Board during discussion and meeting, no members have attended.
31	
32	5. Agenda Review
33	Motion: Jensen moved and Dykstra seconded to approve the agenda.
34	Pardee modified inserted 8.2 – Decision on future board learning.
35	Motion <b>passed</b> by a vote of 6 aye, 0 nay. Cross was absent for this vote.
36	( Annual of Minutes
37 38	6. Approval of Minutes Mation: McCargor moved and Jangon seconded to approve the minutes of presented
30 39	<b>Motion:</b> McCargar moved and Jensen seconded to <b>approve the minutes as presented</b> . Pardee moved to <b>amend by modifying #2</b> – Board Learning – Growing into the Future. Jensen
40	Seconded.
41	McCargar moved to <b>amend the previous motion to limit the deletion to the sentence</b> beginning on
42	"The operations side". Jensen seconded. Motion called; Steve Aye, all other Nay, Amendment
43	Failed.
44	Motion called for <b>Pardee's motion – Motion passed</b> with McCargar as the only Nay.
45	Motion to <b>approve the minutes as amended approved</b> unanimously.
46	Cross was absent for these votes.
47	
48	7. Reports

49 7.1 GM Report

50	<b>Financial Snapshot:</b> For the month of July, sales were up 9.8% (\$32,175) compared to 2011.
51	YTD sales through the end of July were up \$245,187 (+11.43%) compared to same period last
52	year. Four week average of transactions/week is at 4,064, and percentage of member sales is
53	down slightly to 74%. Quick ratio is .86. Current balance in savings #3 is \$59,404 plus a
54	\$205,000 CD and Decorah Bank and Trust for a total of \$264,404. Current assets total
55	\$359,449, which is 25.4% above the same period last year. We have signed up 211 new
56	members in 2012. Member share equity is up 11.8% over 2011. Local sales for month of July
57	were 21% (\$76,143) compared to 23% for July, 2011 (\$74,964). We are above budget in sales
58	of \$129,412 which is 5.72% above plan/budget. Total wages budget has been over spent by
59	\$17,628 (4% above budget/plan). Total payroll budget has been overspent by \$18,172 (+3.2%).
60	Fully loaded labor as a percentage of sales continues to be below budget. Unloaded labor as a
61	% of sales: Budget: 18.43%; actual (current through July): 18.2%.
62	70 of sules. Dudget. 10.4570, actual (carrent anough suly). 10.270.
63	NCGA/Central Corridor Info: "Healthy Food, Healthy Communities" study has been
64	released by the NCGA and contains some stunning data supporting shopping at a Coop.
65	released by the NCOA and contains some stumming data supporting shopping at a Coop.
66	Store Happenings: Class participation and fees are up 9% through the end of July. Table at
67 68	the Farmer's Market is being received well. Member/Customer Survey is closed and almost $450$ people took the survey. New website will lowned on $9/1/12$
68	450 people took the survey. New website will launch on $9/1/12$ .
69 70	Community/Outwood /Other Co. on Projects. David will be besting a group of small Jama
70	<u>Community/Outreach/Other Co-op Projects</u> : David will be hosting a group of small Iowa
71	community bankers in the store in October. The Methodist church has agreed to let us use their
72	kitchen in order to hold bigger classes. Working with Luther College on cooking classes.
73	Trillium Coop in Mt. Horeb, WI visited the store.
74 75	Dissonal Stars II. Jata, France wid Labota wid Assessed the short-induced stars the same
75	<b>Physical Store Update:</b> From mid-July to mid-August, the electrical usage was the same
76	compared to same time period in 2011. Gas usage was down 26% compared to last year.
77	
78	<b><u>Staff Updates:</u></b> Replacing some part time staffers that are leaving for other career
79	opportunities. Staff Survey is finished with a 97% participation rate.
80	
81	Marketing/Special Projects: Many classes are scheduled for the upcoming months.
82	
83	David will attend the NCGA General Assembly Meeting in Boston, MA Sept. 17 – 21.
84	
85	
86	7.2 The Board at the Farmer's Market
87	Summary: Bill Pardee and Gary Hensley worked the table on August 18 <sup>th</sup> and surveyed 23
88	members and 5 non-members and reported a good environment for the Co-op to be there.
89	
90	8. Action Items
91	
92	8.2 Future Board Learning
93	Summary: Future board learning opportunities were discussed and scheduled.
94	
95	8.3 Board Report - G5 Board Committee Principles
96	Motion: Jensen moved and Dykstra seconded to approve the G5 report as presented. Motion passed
97	by a vote of 7 aye, 0 nay.
98	Summary: Discussion was held about the list of policies and if they could be simplified in the

99	future.
100	
101	8.4 Instructions to develop an RFP
102	Motion: Dykstra moved and Hensley seconded to go into Executive Session. Motion passed by a vote
103	of 7 aye, 0 nay.
104	
105	9. Executive Session (RFP discussion)
106	Out of Founding Consistent
107	Out of Executive Session:
108 109	<b>Motion:</b> Friest moved and McCargar seconded for Bill Pardee to email draft of RFP to everyone. Motion <b>passed</b> by a vote of 7 aye, 0 nay.
109	wotion passed by a vote of 7 aye, o hay.
111	
112	10. Next Monitoring
113	L2 Staff Treatment - GM
114	L3 Compensation and Benefits - GM
115	Board Candidate Recruitment process starts in earnest by Board Development Committee
116	
117	11. Next Meeting & Current Meeting Evaluation
118	Next meeting Tuesday, Sept 25, 2012
119	Self-evaluation forms were completed for this meeting.
120	
121	12. Adjourn
122	Motion: Jensen moved and Hensley seconded to adjourn the meeting. Motion passed by a vote of 7
123	aye, 0 nay.
124	Meeting adjourned at 7:04 p.m.
125 126	Documents Reviewed:
120	"A Process to Determine Manager Compensation"
127	Agenda
128	Minutes of previous meeting
130	GM Report
131	Farmers Market Informal Survey
132	G5 Board Committee Principles
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