

# **ONEOTA COMMUNITY CO-OP BOARD OF DIRECTORS MEETING MINUTES**

TUESDAY OCTOBER 22, 2019 5:30 PM

**LOCATION:** COOP KITCHEN CLASSROOM, 308 W. WATER STREET, DECORAH, IOWA

**Board members present:** Scott Timm, Scott Hawthorn, Andy Sassaman, Emily Neal, Michelle Barness, Bill Iverson

**Board members absent:** Detra Dettman

**GM present:** David Lester

**Co-op Staff present:** Kristin Evinrud, Niki Sanness

## **1. Call to Order**

Timm called the meeting to order at 5:30 PM.

## **2. Board Learning**

Lester and Evinrud presented on recruitment and employee training, going over the methods of recruitment and the hiring and competition issues that the store is currently facing. They also discussed the process for new employees in training and orientation to the co-op. Questions from the board covered expectations for staff, grievance policy, and training materials. The board thanked Kristin for a very informative presentation.

## **3. Members comments** none

## **4. Disposition of members comments** none

## **5. Agenda review**

Moved by Neal, seconded by Hawthorn to add Treasurer's report. Motion carried, all voting aye.

Moved by Hawthorn, seconded by Neal to add GM report. Motion carried, all voting aye.

## **6. Consent Agenda**

Moved by Neal, seconded by Hawthorn to approve agenda. Motion carried, all voting aye.

## **7. Approve Minutes**

Moved by Hawthorn, seconded by Barness to approve the August 2019 minutes. Motion carried, all voting aye.

Moved by Sassaman, seconded by Hawthorn to approve the September 2019 minutes. Motion carried, all voting aye.

## **8. Reports**

Board reviewed Governance Investment report. Discussion of budget followed. Due to costs associated with the store reset we do not have the funds available for board training at this time. Moved by Hawthorn, seconded by Neal to approve report. Motion carried, all voting aye.

Lester reviewed the GM report. Changes to Impact Coffee and Fareway are affecting business. New memberships seem to have stabilized. Member equity continues to grow. Sales are slowly rising. Regionally, coop sales are down. Working to set up cooking classes. New credit card system being implemented to modernize the checkout. Moved by Neal, seconded by Hawthorn to approve the GM report. Motion carried, all voting aye.

Financial conditions were reviewed by GM Lester reported that the deli is a current area of concern. They are working hard to get a handle on the costs, and have made progress in the staffing. Moved to approve Financial Conditions report by Hawthorn, seconded by Neal. Motion carried, all voting aye.

The GM and Niki then reviewed the Treasurer' report with the board members. A discussion followed on the subject of employee appreciation. Moved by Barness, seconded by Sassaman to approve the Treasurer's report. Motion carried,all voting aye.

#### **9/10. New business and Action Items**

Timm presented a Strategic Planning update. We had received two more proposals. After reviewing all proposals and the associated costs and scope of work, it was moved by Neal and seconded by Iverson to accept the proposal from NCG. Motion carried all voting aye.

Timm then began a discussion of the co-op board leadership development. The lack of funds this year was again noted; also subjects for training, such as GM search, staff compensation and competitive marketplaces, were suggested. Due to time constraints, the board members chose to table further discussion until the November meeting.

#### **11. November Meeting**

Hawthorne will report on monitoring GM performance.

GM Lester will report on Asset protection

There will be an Executive Session to go over GM employment contract and performance.

**AT 7:20 PM Sassaman moved, seconded by Hawthorn to go into Executive Session.  
Motion carried, all voting aye.**

#### **Returned to regular meeting at 7:28 PM**

Next meeting was set for 5:30 PM November 26, 2019 at the co-op kitchen classroom. So moved, and to adjourn by Sassaman, second by Barness.

**Meeting adjourned at 7:31 PM**