

Oneota Community Co-op
Minutes for Regular Board Meeting

September 24, 2019 5:30 PM

Kitchen Classroom, 308 W. Water St.

Board Members Present: Scott Hawthorn, Scott Timm, Michelle Barness, Bill Iverson, Andy Sassman, Emily Neal arrived at 5:50, left early (at 7.3 L2: Staff Treatment)

Board Members Absent: Detra Dettmann, Emily Neal arriving at 5:50, leaving early

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 5:30 p.m.

2. Board Learning

Lester briefed the board on a conference he recently attended. Workshops included information on creating great delis and reducing plastic usage.

Our largest supplier, UNFI, has a contract that gets renewed every five years. Coming up for renewal next year. NCG has been in talks with them because there have been concerns about out of stock products. We want a second supplier allowed in the contract.. And we will have help selecting products according to our store size, which will help our staff focus more on local and regional products.

Timm asks for future Board Learning ideas: i.e., how things work in store, employee subjects, management subjects? More about NCG, policy governance?

Would also like to be more connected to staff and management team bring worker members in to tell the board more about what they do.

Board learning about what other co-ops do, what other plans look like in terms of strategic planning

Survey of board initiatives oneota coop boards have taken on in the past - bring in a former board member. Last meeting with Bill Pardee was great. Included history.

Learn where product comes from.

3. Member Comments - none

4. Disposition of Member Comments - No member comments

5. Agenda Review

Motion: Barness moved and Neal seconded to **Approve Agenda.**

Motion: Hawthorn moved to **review last month's minutes.**

Motion: Sassman moved and Neal seconded to **table last month's minutes until next month.** Motion **passed** by a vote of 6 aye, 0 nay.

6. Consent Agenda - none

7. Reports

10.1 GM Report

Sales are not currently where we would like them to be. Our August drive secured 25 new members and our front end staff did a great job and worked really hard.

Lester invited Dr. Ward, Luther's new president, to lunch and talked about Luther's connection to downtown. We welcome Luther faculty as shoppers. GM and staff have been talking about new members and think 100-200 new members in a year may be the new normal.

Labor: we're happy where this is. We've adjusted our sales to meet it.

We're using our kitchen space for more cooking classes. We want to keep the kitchen space viable.

We were involved with the Heritage Dinner, helping to raise over \$10,500 for food pantry. We couldn't have it on the street, which was unfortunate, but it went well.

Board Questions:

Q Population of Decorah has been at net zero for a long time. What should the expectation be? There are only so many new people you can find in a town our size..?

GM Answer: Membership is a core of our co-operative business. We struggle in pursuing that, but also achieving our mission through the products we sell.

7.2 L2: Staff Treatment

Motion: Hawthorn moved and Barness seconded to **Approve L2: Staff Treatment.** Motion **passed** with a vote of 6 aye, 0 nay.

This report gives a lot of information of how we're doing in the marketplace, how we're doing on wages and benefits, how staff feels they are doing, being treated, etc.

There were 3 reported injuries in the past year. Accepted rate is 8.8/100 workers. We have about 50 workers. We had no lost work days because of injuries, so no one had to be paid without working. Worker's comp looks back 5 years to see how many injuries, how many lost work days, and how much cost in order to determine our yearly rate.

Kristen does great job training people on the first day they come and they get 4-5 hours of store info now. We're really thorough about it.

The survey had 34 questions. There were no scores below 3.25, which means staff is mostly satisfied. Staff get a grievance flow chart and filing form to use if they feel they've been unfairly treated or an unfair decision was made

We'll need our policy procedures manual looked at again to make sure it is still compliant.

***Emily Neal left here.**

7.3. L3: Compensation and Benefits

Motion: Sassman moved and Hawthorn seconded to **Approve L3: Compensation and Benefits**. Motion **passed** with a vote of 5 aye, 0 nay.

This report draws from the same survey as L2, but we separate the information into two reports. This is comparing to 2017 when things were at peak

8. Action Items - none

9. New Business

9.1 Strategic Planning Update/Consultant Update

Lester is in conversations regarding possible board training and assistance creating a new strategic plan. We are looking for a person or group who would help with the process and end with a written strategic plan document.

10. Next Meeting - October 22 @ 5:30

10.1 [G6: Governance Investment - Barness]

10.2 [L5: Compensation and Benefits - GM]

10.3 [GM Self-Evaluation Due - GM]

Jeanine will not be in attendance.

13. Executive Session - none

14. Board Meeting Self-Evaluations - done via internet

15. Adjourn

Motion: Sassman moved and Barness seconded to **Adjourn Meeting**. Motion **passed** with a vote of 5 aye, 0 nay. Meeting adjourned at 6:55 p.m.