

# Bluff Country Co-op Board Meeting Minutes

Monday, January 5, 2015

5:30 pm – 8:00 pm

Faith Lutheran Church

Attendees: Dawn Schreiber, General Manager, Rachel Kimman, Ellen Brand

Board Members Present: Lynn Carlson, Margaret Kiihne, Jade Fang, Ann Lichliter, Kathryn Strangstalien, Mollee Sheehan, Charlotte Roraff, Mary Kirk

Members Absent: Aurea Osgood

TOPIC	DESCRIPTION	ACTION/OUTCOME		
		Yay	Nay	Abstain
Safe Strategic Conversation	Dawn shared that Jason ordered seeds/plants for the Mother's day plant sale.			
December Meeting Minutes	When reviewing the minutes, Dawn asked for clarification on what committees Mollee wanted to be on. Mollee indicated the Social Equity committee. She offered a name for the committee: Good Food for All. Mollee offered to assist with the Member Outreach Committee. Margaret made a motion to accept the minutes with the above additions with Jade seconded.	8		
GM Monthly Update	Dawn shared: <ul style="list-style-type: none"> <li>• December numbers were up. The season went well.</li> <li>• Staff have been stable with few illnesses.</li> <li>• Coop will be closing early Saturday for an employee party to celebrate all of their hard work.</li> <li>• The coop will be on a quarter system like all other coops; the numbers will look a little off but will look better next month.</li> </ul>			
GM Report B5 Treatment of Consumers	Treatment of consumers: <ul style="list-style-type: none"> <li>• Dawn likes the system in place for measuring this policy.</li> <li>• Indicated that the coop took a few months off of collecting data but the overall net promoter score looks good.</li> <li>• Data is missing for the month of December due to the report being run prior to the month being over.</li> <li>• The store is doing an excellent job at responding to the high</li> </ul>	8		

	<p>number of special orders. Dawn indicated at times storage can be problematic but this may be addressed with expansion. More and more product requests are occurring through media (e.g. email). Mollee inquired if the coop has an on-line form. Dawn indicated there is not one at this time.</p> <ul style="list-style-type: none"> <li>• Safety continues to be a priority for the store. The store had a health inspection that went well. The store had two accidents this past year. As a result, staff members were trained in CPR and food safety. She hopes to offer a cycle of trainings with CPR one year and food safety the next. Dawn shared about the recall process that is monitored closely.</li> <li>• GM notes were added as Dawn was unsure as to where to note the proactive steps the coop is taking to address safety. Mollee motioned to accept the GM B5: Treatment of Consumers, Mary, seconded.</li> </ul>			
Board Monitoring c5 Directors' Code of Conduct	<p>Ann reviewed the results of the Board Monitoring C5- Directors Code of Conduct and reported that members agreed with the policies except for two policies. A discussion followed on the two policies.</p> <ul style="list-style-type: none"> <li>• Current Policy: A director who applies for employment at the Cooperative must first resign from the Board. Jade and Dawn shared that there have been past employees as board members and that this should be encouraged. A discussion regarding if it would be conflict of interest if the board member is employed at the agency. It was decided that the policy should read that it is acceptable for an employee to become a board member. A board member must resign before becoming an employee.</li> <li>• Current Policy: Any director who does not follow the code of conduct policy can be removed from the Board by a 2/3 majority vote of the remaining Board. Two individuals indicated that they were not sure. The group decided the policy was acceptable and likely the individuals did not know the policy.</li> </ul> <p>Jade made a motion to approve the minutes, Charlotte seconded.</p>	8		
Board Evaluation Summary	<p>Lynn shared the board evaluation summary indicating that low score is a high score. Lynn shared that board performance was rated low and that she and Joel are discussing ideas for empowering board members.</p>			
Firm up New Committees and	<p>Dawn led a discussion on board committees to firm up members.</p> <ul style="list-style-type: none"> <li>• Social Equity Committee- Ann, Mary and Mollee. Ann will chair.</li> <li>• Board Development Committee – Jade and Katie. Katie will</li> </ul>			

Chairs	<p>chair.</p> <ul style="list-style-type: none"> <li>• Finance Committee– Charlotte, Lynn and Aurea. Aurea will chair.</li> <li>• Member Outreach Committee- Margaret, Mollee, Rachel, and Ellen. Margaret will chair and Mollee will co-chair while Margaret is gone (mid- April).</li> </ul> <p>Dawn is going to work to get what she has on committees together in the next week. Ann, Katie, and Dawn agreed to help supply the Member Outreach Committee with information they have from past meetings.</p>			
Future Meetings with Skype	Margaret will be gone until mid-April. Dawn and Margaret will meet to work out technology issues to ensure Margaret is able to Skype into board members and the retreat.			
Other business	<p>Board Retreat:</p> <ul style="list-style-type: none"> <li>• Katie announced the retreat will be on Sunday, Feb 8<sup>th</sup> from 10-2:30pm.</li> <li>• Location of the retreat is TBA. Katie will look into the historical society. Dawn shared last year the art museum cost \$175 to rent.</li> <li>• Katie shared that Joel will be facilitating the retreat. She shared she spoke with Joel and Leslie and it was determined that since a large topic of the board retreat will focus on committee work it would be best to have Joel lead the retreat since he is knowledgeable of the organization.</li> <li>• Lynn questioned if the board employed Leslie, would it cost more? Katie was unsure. Jade shared mileage costs would be cheaper for Leslie.</li> <li>• <b>Board Retreat Agenda:</b></li> <li>• Katie shared that prior to retreat Joel needs information on the committees along with any other agenda items. Dawn agreed to provide him with what she has on the committees.</li> <li>• Lynn and Dawn shared that two policies need to be reviewed at the retreat: Secretary C6 officer roles and B1 Financial Monitoring.</li> <li>• Coop expansion plans should be discussed. Dawn and representatives from the Development Cooperative will meet to discuss results in January.</li> </ul> <p>Currently, looking for an administrative assistant</p> <p>Board Trainings:</p> <ul style="list-style-type: none"> <li>• Leadership and 101 in January. Four members are attending.</li> <li>• Cooperative Café in Eau Claire in March.</li> </ul>			
Closing	Mary moved to adjourn the meeting, Katheryn seconded			

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TASK	RESPONSIBLE PARTY