

# Bluff Country Co-op Board Meeting Minutes

Monday, March 2, 2015

5:30 pm – 8:00 pm

Faith Lutheran Church

Attendees: Dawn Schreiber, General Manager, Melissa Gordon, Rachel Kimman, Debbie Niebuhr

Board Members Present: Lynn Carlson, Ellen Brand, Jade Fang, Ann Lichliter, Kathryn Strangstalien, Aurea Osgood, Charlotte Roraff, Mary Kirk

Board Member Absent: Mollee Sheehan

TOPIC	DESCRIPTION	ACTION/OUTCOME		
-------	-------------	----------------	--	--

Preliminaries	<ul style="list-style-type: none"> <li>• Lynn will pick up Charlotte, Melissa and Jade for Coop Café.</li> </ul>	Yay	Nay	Abstain
Approve Minutes of Feb. Meeting	<ul style="list-style-type: none"> <li>• Revisions were made to the minutes.</li> <li>• Dawn clarified what should be included in minutes.</li> <li>• Jade motioned to approve. Aurea seconded.</li> </ul>			
Review of GM Monthly Update Report	<ul style="list-style-type: none"> <li>• Dawn will not attend NCGA meeting this spring.</li> <li>• Sales are up to 5% for the year.</li> <li>• Fair Trade flowers went well.</li> <li>• Boathouse placed first order, which went smoothly.</li> <li>• Lots of shoppers asking about expansion plans.</li> <li>• Lots of new members and fun events coming up.</li> </ul>			
Board Monitoring d2 Accountability of the GM	<ul style="list-style-type: none"> <li>• Everyone agreed or strongly agreed with statements.</li> <li>• Charlotte motioned to approve. Jade seconded.</li> </ul>	8	0	
Policy B6 Staff Treatment and Compensation	<ul style="list-style-type: none"> <li>• Reporting in compliance 34% staff turnover. Recent staff turnover mostly related to life changes. Society for Human Resources Management cites grocery turnover average of 42%. Food Marketing Institute cites grocery turnover averages 44%.</li> <li>• Accident reports are high, in part because we have a cramped space.</li> </ul>	8	0	

	<ul style="list-style-type: none"> <li>• There is a new draft of the employee handbook, but lawyer has not yet reviewed it. Once that happens, Dawn will give it to board.</li> <li>• The management team is reviewing policies.</li> <li>• We have brought starting wage to \$9/hour.</li> <li>• The management team will move to salary.</li> <li>• All leave is now PTO.</li> <li>• Lynn motioned to approve. Mary seconded.</li> </ul>			
Member Equity Tune-Up	<ul style="list-style-type: none"> <li>• Dawn said they are mailing reminders to owners who are not current in their dues. She is also updating records so she can more efficiently determine what kind of equity the co-op is obligated to donate in accordance with by-laws.</li> <li>• Dawn asked the board to consider an adjustment to by-law that states if a member-owner does not shop within one year, the membership is canceled.</li> </ul>			
Expansion/Feasibility Study/Architect	<ul style="list-style-type: none"> <li>• The Co-op has taken over responsibility of sprinkler security system.</li> <li>• Dawn acquired a list of equipment owned by the bar.</li> <li>• Owen Warneke is the architect for the feasibility study.</li> <li>• PJ will do store planning.</li> <li>• Senior board directors will review policies to identify which ones will be affected by the expansion. This is needed by May for the expansion plan.</li> <li>• Draft pro forma was shared with financial group.</li> <li>• Frank Worrel will come to a board meeting to explain the document.</li> <li>• Dawn will share sample expansion plans with board.</li> </ul>			
Rain Garden Proposal to Port Authority Update & Sign Letter	<ul style="list-style-type: none"> <li>• The board has already written a letter on the rain garden.</li> <li>• City council is deciding whether to approve grant for rain garden.</li> <li>• The co-op has agreed to maintain the rain garden as long as the co-op is in this location.</li> </ul>			
Capital Campaign Preparations/Subscription & Disclosure	<ul style="list-style-type: none"> <li>• There are three main roles: <ul style="list-style-type: none"> <li>○ 1<sup>st</sup> role is coordinator, which will be Dawn.</li> <li>○ 2<sup>nd</sup> role is callers. These should be highly energetic people.</li> <li>○ 3<sup>rd</sup> role is collector. This person will collect checks and give them to Dawn. There should be one, possibly two collectors.</li> </ul> </li> <li>• Ben Sandel, CDS associate, has been hired as a consultant.</li> </ul>			

<p>Agreements/Invitation Letter/C-share Certificates</p>	<p>Ben specializes in capital campaigns.</p> <ul style="list-style-type: none"> <li>• Ben shared more toolboxes with Dawn, and she will share them with the board.</li> <li>• Ben will be contacting each board member to discuss this further.</li> <li>• Dawn will prepare all paperwork and get it to lawyer.</li> <li>• Ask letters need to be prepared.</li> <li>• Good callers need to be identified. Commitment would be ~ 2 hours/night for 2-3 weeks beginning April 20<sup>th</sup>.</li> <li>• Pre-commitments must be made before the 15<sup>th</sup> so we can go live on 15<sup>th</sup>.</li> <li>• Dawn will work on pre-commitment list first, then create a list of others to call.</li> <li>• Debbie mentioned that they used the top 100 spenders at the co-op. She also mentioned that role-playing was helpful.</li> <li>• Jade motioned to adjourn. Ann seconded.</li> <li>• Meeting adjourned at 7:40PM.</li> </ul>			
--	---	--	--	--

TASK	RESPONSIBLE PARTY
Provide updated draft of employee handbook to board.	Dawn Schreiber.
Consider an adjustment to by-law that states if a member-owner does not shop within one year, the membership is canceled.	All board members.
Review policies to identify which ones will be affected by our changing numbers. This is needed by May for the expansion plan by May (Ann and Lynn said they would)	Senior directors
Share sample expansion plans with board.	Dawn Schreiber.
Continue Reading Expansion Toolbox	All board members
Share additional toolboxes from Ben Sandel with board.	Dawn Schreiber.
Give Dawn names of potential callers and think about what you can do to help.	All board members
Complete expansion paperwork and get it to the lawyer.	Dawn Schreiber.
Prepare ask letters.	?
Create pre-commitment list and list of people to call.	Dawn Schreiber.
Send a two-sentence bio to Lynn about interest in and commitment to co-op.	All board members