

Bluff Country Co-op Board Meeting Minutes

Monday, May 4, 2015

5:30 pm – 8:00 pm

Faith Lutheran Church

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

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

Board Member Absent: Lynn Carlson

TOPIC	DESCRIPTION	ACTION/OUTCOME		
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		Yay	Nay	Abstain
Accept Minutes of April Meeting	<ul style="list-style-type: none"> • Ellen motioned to approve meeting minutes. Mary seconded. • Charlotte motioned to approve closed meeting minutes. Ellen seconded. 	8	0	0
GM Monthly Update Report	<ul style="list-style-type: none"> • This Saturday will be a busy day with the plant sale, farmers' market, and fair trade flower sale. It would be a good day for board members to bag groceries, which board members sometimes do to engage customers. • By-Law vote is no longer necessary because we cannot sell to Wisconsin without also completing a series of complex tasks. • Callers (Lynn, Ellen, Rachel, Katie) will meet with Ben by phone for training on Wed. May 13th at 7pm at the co-op. • Feasibility study is almost done. Telstad will handle negotiation from here on out. 			
Business Plan	<ul style="list-style-type: none"> • Because of the potential for so much change, it was challenging to create this business plan. Operational goals are applicable despite potential changes. • Trends are not great for co-ops, but are for wellness. Our wellness department sales are high, as are our body care sales. • Financial planning for the year is a work in progress. Dawn has budgeted up for rent and utilities. • It is unclear whether the road to the co-op will be closed due to bridge construction. 			
GM	<ul style="list-style-type: none"> • Finances are looking good. Ratios are all well within 	8	0	0

<p>Monitoring Report – b1 Financial Condition</p>	<p>safe/good range. Last quarter was a good quarter. 4.74% net income. Personnel costs are such that Dawn can hire help. Cash goes into the savings account every week. Water bill is up.</p> <ul style="list-style-type: none"> • Balance sheet also looks good. 8.7% increase in net worth. • Loans are being paid down. • Ann motioned to approve. Katie seconded. 			
<p>Board Monitoring Policy c6: The Board's Job</p>	<ul style="list-style-type: none"> • No discussion. • Charlotte motioned to approve. Ellen seconded. 			
<p>Social Equity Committee Update</p>	<ul style="list-style-type: none"> • Social Equity Committee met with Jenny Arnold of Winona Community Foundation. There are three types of funds available. • Winona Community Foundation can be used as a temporary fiscal sponsor while a group is getting their nonprofit set up. • The Committee has begun researching how to start a nonprofit. First steps include: <ul style="list-style-type: none"> ○ Deciding upon a name ○ Filing that name (\$50 fee) ○ Writing and filing articles of incorporation (\$90 fee) ○ Writing by-laws ○ Deciding whether there would be a separate board for the nonprofit • Original goal of nonprofit was to capture patronage dividends to help fund membership scholarships • Ann motioned to start a nonprofit that aims to increase our community's access to healthy, local, organic food. Mary seconded. All in favor; none opposed (see first row of yays/nays in this heading). • Dawn is determining the amount of abandoned equity the co-op is currently holding. • The Committee will add a blurb about this new development, as well as the date & location for the June Social Equity Committee meeting, to the next newsletter. The deadline to get the blurb to Dawn is May 10th. • Dawn will put archival information (e.g. minutes from the previous incarnations of this committee, which were called the Bluff Country Academy and, before that, Friends of the Co-op) into the Social Equity Committee folder on Drive. • Mary motioned to use Winona Community Foundation as a Fiscal Sponsor. Aurea seconded. All in favor; none opposed 	<p>8 8</p>	<p>0 0</p>	

	<p>(see second row of yays/nays in this heading).</p> <ul style="list-style-type: none"> It was recommended that the Committee come up with a time frame for using Winona Community Foundation. 			
Board Development Committee Update	<ul style="list-style-type: none"> Jade and Katie have switched committees. Jade will be on the Board Development Committee; Katie will be on the Membership Committee. The Board Development Committee is Jade and Rachel. Jade's, Ellen's, and Lynn's terms are expiring. Jade will not be rerunning. It is unknown whether Ellen or Lynn will rerun. The board needs to start recruiting people to run for the upcoming open board seats, as applications are typically due in August. Each member should identify one potential candidate and have a conversation with that person. Jade will create a list of talking points about the position and post it to Drive. Additionally, board members should use their own experience in talking about the position. A blurb about open board seats will also be posted in newsletter, e-cuizine, and on website. Jade will update applications with new dates, including application due date (September 1st), upcoming board meeting dates, and date of C-build 101. Candidate bios will not be included in newsletter; rather, they will be included in the membership mailing, which goes out on October 1st. The deadline to get the bios to Dawn for the membership mailing is Sept. 15th. 			
Membership Committee Update	<ul style="list-style-type: none"> The Membership Committee consists of Katie and Ellen. Mollee has agreed to be a consultant, and Charlotte has agreed to help plan the annual membership meeting. The Committee needs to set a date and find a location for AMM. Katie will email Charlotte and Ellen a time for their lunch meeting on Monday, May 11th, at the Co-op 			
Meeting Adjourned	<ul style="list-style-type: none"> Ellen motioned to adjourn. Ann seconded. Meeting adjourned at 7:45PM 			

TASK	RESPONSIBLE PARTY
Help bag groceries this Saturday, or any Saturday.	Board Members
Attend caller training by phone on Wed. May 13 th at 7pm at the Co-op.	Callers – Lynn, Ellen, Rachel, Katie

Let Lynn know about date for training.	Melissa
Schedule date for June meeting.	Social Equity Committee – Ellen and Ann
Get a blurb about Social Equity Committee project and June meeting date and location to Dawn for newsletter by May 10.	Social Equity Committee – Ellen and Ann
Add archival information (e.g. minutes from the previous incarnations of the Social Equity Committee, which were called the Bluff Country Academy and, before that, Friends of the Co-op) into the Social Equity Committee folder on Drive.	Dawn
Identify one potential candidate for the open board seats and have a conversation with that person about what it means to be a board member.	All board members
Create a list of talking points about being a board member and post the list to Drive.	Jade
Create a blurb about open board seats to be posted in newsletter, in e-cuizine, and on website. Give blurb to Dawn.	Jade
Update board member applications with new dates, including application due date (September 1 st), upcoming board meeting dates, and date of C-build 101.	Jade
Get membership bios to Dawn for the membership mailing by Sept. 15 th .	Board Development Committee
Set a date and find a location for the Annual Membership Meeting.	Membership Committee