

Bluff Country Co-op Board Meeting Minutes

Monday, January 4, 2016

5:30 pm – 8:00 pm

Faith Lutheran Church

Attendees: Dawn Schreiber, General Manager, Melissa Gordon, Scott Miller

Board Members Present: Lynn Carlson, Rachel Kimman, Mary Kirk, Diane Leutgeb Munson, Ann Lichliter, Aurea Osgood, Charlotte Roraff

Board Member Tardy: John Chernega

| TOPIC | DESCRIPTION | ACTION/OUTCOME | | |
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| | | Yay | Nay | Abstain |
| Task Review | <ul style="list-style-type: none"> Two of the tasks were carried over to this month (see Task List below). The rest were completed. | | | |
| Review December Minutes | <ul style="list-style-type: none"> No changes. Rachel motioned to approve the December board meeting minutes. Charlotte seconded. | 6 | 0 | 1 |
| GM Monthly Update | <ul style="list-style-type: none"> December was a busy shopping month for the store. BCC is partnering with YMCA to offer BCC employees discounted YMCA memberships. November sales growth was 5.6%. December is at 5.3% so far. For the year we're at 6%. End of month tends to drop sales numbers. A version of a break room has been installed in the basement. Aurea motioned to accept the GM Monthly Update for December. Lynn seconded. | | | |
| GM B5 Treatment of Consumers | <ul style="list-style-type: none"> Other than May, there were more customers in the store every month than the same month the previous year. Net Promoter Score is above 50. Aurea motioned to approve the GM Monitoring Report for December. Charlotte seconded. | | | |
| Review Survey Results: C5 Directors' Code of | <ul style="list-style-type: none"> There was some confusion regarding question 7, which addresses Policy Register item C5, 2d. Ann will follow up with Joel. Ann motioned to approve the Board Monitoring Survey. Rachel seconded. | 8 | 0 | 0 |

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| Conduct | | | | |
| Committee Assignments | <ul style="list-style-type: none"> • Committee duties were clarified and board members were assigned to committees. • Board Development Committee Duties <ul style="list-style-type: none"> ○ Retreat planning ○ Train and onboard new board members ○ Recruit new board members • Board Development Committee Members <ul style="list-style-type: none"> ○ Ann Lichliter ○ Mary Kirk ○ Aurea Osgood ○ Charlotte Roraff • Membership Outreach Committee Duties <ul style="list-style-type: none"> ○ Annual member meeting ○ Engagement of members • Membership Outreach Committee Members <ul style="list-style-type: none"> ○ Ann Lichliter ○ John Chernega ○ Rachel Kimman ○ Diane Leutgeb Munson • Social Equity Committee Duties <ul style="list-style-type: none"> ○ Accessibility • Social Equity Committee Members <ul style="list-style-type: none"> ○ Mary Kirk ○ Ann Lichliter ○ Lynn Carlson ○ Diane Leutgeb Munson ○ John Chernega • Project Committee Duties <ul style="list-style-type: none"> ○ Expansion ○ Fundraising • New Project Committee Members <ul style="list-style-type: none"> ○ Aurea Osgood ○ Lynn Carlson ○ Charlotte Roraff ○ Dawn Schreiber • Several owners have expressed an interest in serving on a committee. Assigned board members will follow up with these owners: <ul style="list-style-type: none"> ○ Holly Barten (Lynn Carlson) ○ JC Pfeiffer (Lynn Carlson will talk to him when he returns to Winona in the spring) ○ Debi Niebur (John Chernega) ○ Ramona Redig (AMM planning) (Rachel Kimman) | | | |

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| | <ul style="list-style-type: none"> ○ Julie Johnson (Social Equity) (Mary Kirk) • Scott Miller is considering the Project Expansion Committee. Ann Lichliter will follow up with him. | | | |
| Education/Learning/Future Plans | <ul style="list-style-type: none"> • CBLD is this Saturday, January 9. • Lynn said she will forward an informative email regarding predictions for Cooperative Development Services (CDS) | | | |
| Expansion Updates | <ul style="list-style-type: none"> • Dawn shared some changes to the Sources and Uses spreadsheet. 200K will be moved from the Equipment budget to the Construction budget to match updated cost estimates • The Capital Campaign ended around \$175,000 shy of the \$600,000 goal. Board members need to think about A) How we can make up that difference, and B) How we might change the scope of the project if we cannot make up that difference. • Dawn is gathering information from several sources to help the board make a decision regarding the \$175,000 still needed. <ul style="list-style-type: none"> ○ Dorsey and Whitney: Our contact is no longer there, but our new contact thinks it's not a problem to extend the preferred share sale. ○ Food Coop Initiative: Dawn is waiting to hear back from them regarding loans and grants. ○ Seward Café: Dawn is waiting to hear back from them regarding sales of B shares. • Once Dawn has gathered sufficient information she will meet with the members of the project committee to discuss. • Dawn spoke with the architect about exterior features. • Construction firm wants to get started May 1st. • Dawn formally requested to the Port Authority that half of the parking lot spots get reassigned to BCC. The next Port Authority meeting is Jan. 14. | | | |
| Goals and Outcomes for Winter Retreat | <ul style="list-style-type: none"> • Ann shared some ideas regarding retreat topics. The Board Development Committee will meet to finalize these. • Winter retreat will be held: Saturday, February 20th, from 12:30-4pm. LOCATION TBD • Mary Kirk will find a location. | | | |
| Google Docs and Other Housekeeping | <ul style="list-style-type: none"> • All board members have editing access to the 2016 shared folder. Please do not move documents from one folder to another. If you wish to move documents, first make a copy of the original document and move the copy. • There is a board calendar on Google Drive. This is an appropriate place to record upcoming trainings, etc. | | | |

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| Meeting Adjourned | <ul style="list-style-type: none"> • Rachel motioned to adjourn. Lynn seconded. • Meeting adjourned at 7:53PM. | | | |
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| TASK | RESPONSIBLE PARTY |
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| Carry over from December: Share the new employee handbook with board. | Dawn Schreiber |
| Carry over from December: Add the number of local producers with whom BCC works to page 16 of the Ends Report. | Dawn Schreiber |
| Remind board members of photo shoot at next meeting. | Melissa Gordon |
| Get clarification from Joel on Policy Register item C5, 2d. | Ann Lichliter |
| Email Mary Kirk the "Conflict of Interest Disclosure" form to sign. | Dawn Schreiber |
| Sign the "Conflict of Interest Discloser" form and drop off at the store. | Mary Kirk |
| Ensure that John Chernega's email is included in BCC Board. | Dawn Schreiber |
| Finalize retreat topics. | Board Development Committee |
| Find a location for Winter Retreat and notify board. | Mary Kirk |
| Meet before Winter Retreat to review charter, come up with meeting times and goals for the year. | All Committees |
| Contact owners regarding participation on committees: <ul style="list-style-type: none"> ○ Holly Barten (Lynn Carlson) ○ JC Pfeiffer (Lynn Carlson will talk to him when he returns to Winona in the spring) ○ Debi Niebur (John Chernega) ○ Ramona Redig (AMM planning) (Rachel Kimman) ○ Julie Johnson (Social Equity) (Mary Kirk) ○ Scott Miller (Project Expansion) (Ann Lichliter) | Appointed Board Members |
| Write down and bring to next meeting three ideas for: A) Ways we can make up the \$175,000 that the Capital Campaign did not raise, and B) How we might change the scope of the project if we cannot make up that difference. | All Board Members |
| Watch for an email from Dawn requesting a meeting. | Project committee |