

Bluff Country Co-op Board Meeting Minutes

Monday, October 9, 2017

6:00pm – 8:30pm

Bluff Country Co-op Community Room

Attendees: Dawn Schreiber, General Manager, Melissa Gordon, Administrative Assistant, Donna Kamman, Chris Livingston

Board Members Present: Ann Lichliter, Board President, Jenn Baechle, Coleen Bremer, John Chernega, Rachel Kimman, Mary Kirk, Aurea Osgood, Deb Pelowski

Board Member Absent: Johanna Rupprecht

TOPIC	DESCRIPTION	ACTION/OUTCOME		
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		Yay	Nay	Abstain
Task Review from September Meeting	<ul style="list-style-type: none"> One task was carried over from the September task list: Ann will create a document that explains the role of committees and how they fit into the work of the larger board (to be given to non-director committee members) 			
Review September Minutes	<ul style="list-style-type: none"> One change: In the description of “Review Closed July Minutes,” change “August minutes” to “closed July minutes.” Mary motioned to approve the September minutes with the change to “closed July minutes.” Ann seconded. Melissa will make the change. 	7		1
C3 Agenda Planning & C4 Board Meetings	<ul style="list-style-type: none"> In response to Q1 Comment 1: The board development committee will be adding a row to the board’s yearly at-a-glance calendar, on which the committee will include all trainings, both internal and external. In response to Q1 Comment 2: Coleen will revise C3 (1) and bring a draft of the proposed change as well as a copy of the current policy to the November board meeting. The revision should make the first sentence the introductory sentence, followed by the second sentence, which becomes (1) and the third sentence, which becomes (2). In response to Q5 Comment 2: The board concluded that committees should continue to report by submitting written records of each meeting as well as providing a brief verbal update at monthly board meetings. This will enable the full board to hear what the committees are doing on the 			

	<p>board's behalf, while retaining board meeting time for full board work.</p> <ul style="list-style-type: none"> • Committees can answer the following questions to shorten their verbal reports: What did we accomplish? What are we working on? What do we need from the board? • Aurea will revise C4 to reflect the following changes: <ul style="list-style-type: none"> ○ In C4 (2) replace "excecute session" with "closed meeting" ○ Combine C4 (2) with C4 (2a) so there's not an 'a' without a 'b.' 			
B9 Emergenc y GM Successio n	<ul style="list-style-type: none"> • Dawn reported that when she became the GM, the GM training she attended was invaluable. She is planning to send one, possibly two staff members through the next training, so next year when she reports on this policy, she can report that two other staff members have taken the training. • The board asked Dawn to add a note to the bottom of the B9 Policy: Add a staff member to the GM training every two years or indicate who on the staff has received the training. • John motioned to approve the B9 Monitoring Report. Aurea seconded. 	8	0	0
GM Monthly Update; Expansio n	<ul style="list-style-type: none"> • NCG is in the store helping set up the meat department. Board members should help us get the word out. • This week is the store's bi-annual training blitz. Stephanie Merriman from Sacramento Natural Foods Co-op will be conducting a training she created called "Creating a Culture of Service." Stephanie is coming to the Twin Cities to do the same training, and our co-op is piggy backing on that trip. We have invited friends from other area co-ops to join us for the training. • On Friday the GMs from People's Food Co-op, Viroqua Food Co-op, and Menomonie Market Food Co-op will come to our store to visit Dawn and see the progress on our expansion. • Our customer survey, which is produced every two years, will be coming out in the next week. Please take the survey and encourage others to do so. Aurea and her class have created the survey with input from the board and staff and will help compile the results. 			
Question Regardin g Approvin g Member Cancellati	<ul style="list-style-type: none"> • Joel said that we should start approving the monthly update so that the member cancellations are approved via consent agenda. • Melissa will add to list of by-law changes: Update the language regarding the member cancellations. 			

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Review of Updated C7 Language	<ul style="list-style-type: none"> The updated C7 text cleans up the language, but does not change intent. Aurea motioned to change Policy C7. Jenn seconded. 	8	0	0
Leadership Roles 2018	<ul style="list-style-type: none"> The following directors indicated an interest in leadership roles: <ul style="list-style-type: none"> Ann: President John: Vice President Aurea: Treasurer Johanna: Secretary Mary made a motion to approve the new leadership team: Ann Lichliter as president, John Chernega as vice president, Aurea Osgood as Treasurer, and Johanna Rupprecht as secretary. Jenn seconded. 	8	0	0
Committee Updates/Progress Toward 5-Year Goals	<ul style="list-style-type: none"> Membership Outreach <ul style="list-style-type: none"> Completed 5-year strategic goal planning. Met at the Legion to determine AMM set up. Rachel created a document with AMM volunteer opportunities. Please sign up to volunteer. Committee chairs: Please send Aurea a brief recap of your committee's work for the year for the AMM PowerPoint. Include: Name of committee, chair, mission, and a picture. The AMM kicks off member appreciation week this year. It goes from Nov. 5 – Nov. 11. Directors are invited to stop in and appreciate the owners during that week. Board Development <ul style="list-style-type: none"> Met today and developed a checklist for orienting new board members. Discussed adding a “board development” row to the board calendar to note upcoming trainings. Worked on board mentorship program. Social Equity <ul style="list-style-type: none"> Aurea is hosting the next Catholic Worker meal on Oct. 20. Dinner will be egg salad and sides. Donations needed include baked beans and chips. Oct. 20. Project Committee <ul style="list-style-type: none"> See update above. 			
Strategic Plan and Education: Board-GM	<ul style="list-style-type: none"> The board discussed readings on Board-GM alignment: <ul style="list-style-type: none"> Come to the meetings prepared. Read through all the material in advance. Bring thoughtful questions and good ideas. Be open and present to speakers. This instills 			

Relationship	<p>confidence in the speaker.</p> <ul style="list-style-type: none"> ○ Model good behavior, especially as new board members come on, to show what it means to be on the board. • In discussions, show active listening by asking questions or making comments that dovetail on what someone else said. • Strive for no surprises. GM shouldn't spring things on the board, and the board shouldn't spring things on the GM. • Help create understanding. When we understand our role as individual board members and as a whole board, we can be more purposeful. • In times of stress, think about our strategic planning, so we can recall our vision. • Stay focused with a permanent "Strategic Plan" line item on the board agenda. 			
Stock Certificates Question	<ul style="list-style-type: none"> • We need to be doing whatever the by-laws say. • Perhaps we can email a PDF. • Dawn will check with the lawyer to find out about the legal requirements for the stock certificate 			
Q about Strategic Plan	<ul style="list-style-type: none"> • The board will revisit their strategic plans quarterly for the first four quarters. • The next retreat or the February board meeting will be the next time we will check in as a group regarding the strategic plans. 			
Meeting Adjourned	<ul style="list-style-type: none"> • Meeting adjourned at 7:40pm 			

TASK	RESPONSIBLE PARTY
<ul style="list-style-type: none"> • Carried over from September task list: Create a document that explains the role of committees and how they fit into the work of the larger board (to be given to non-director committee members) 	Ann
<ul style="list-style-type: none"> • Revise Policy C3 (1) and bring a draft of the proposed change as well as a copy of the current policy to the November board meeting. 	Coleen
<ul style="list-style-type: none"> • Revise C4 to reflect the following changes: <ul style="list-style-type: none"> ○ In C4 (2) replace "executive session" with "closed meeting" ○ Combine C4 (2) with C4 (2a) so there's not an 'a' without a 'b.' 	Aurea
<ul style="list-style-type: none"> • Help get the word out about the new meat department. 	All Board Members
<ul style="list-style-type: none"> • Take the customer survey and encourage others to do so. 	All Board Members
<ul style="list-style-type: none"> • Add to list of by-law changes: Update the language regarding the member cancellations. 	Melissa
<ul style="list-style-type: none"> • Sign up to volunteer for AMM. 	All Board Members

<ul style="list-style-type: none"> • Send Aurea a brief recap of your committee's work for the year for the AMM PowerPoint. Include: Name of committee, chair, mission, and a picture. 	Committee Chairs
<ul style="list-style-type: none"> • Mark your calendars and come to the store during Membership Appreciation Week to greet customers, help bag, thank customers. 	All Board Members
<ul style="list-style-type: none"> • Check with the lawyer to find out about the legal requirements for the stock certificate. 	Dawn
<ul style="list-style-type: none"> • Add a note to the bottom of the B9 policy: Send a staff member every two years to the training when it is offered or indicate who on the staff has received the training. 	Dawn
<ul style="list-style-type: none"> • Dawn will look into a laptop, projector and screen for the AMM. 	Dawn
<ul style="list-style-type: none"> • Review the AMM PowerPoint and get changes to Aurea by Oct. 25. 	All Board Members