

# Bluff Country Co-op Board Meeting Minutes

Monday, February 12, 2018

6:00 pm – 7:40 pm

Bluff Country Co-op Community Room

Attendees: Dawn Schreiber, General Manager, Tina Cordes, Operations Manager, Deb Pelowski, Alternate Director

Board Members Present: Jenn Baechle, Coleen Bremer, Eileen Hanson, Donna Kamman, Rachel Kimman, Ann Lichliter, Aurea Osgood, Johanna Rupprecht

Absent: Chris Livingston, Melissa Gordon, Administrative Assistant

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

		Yay	Nay	Abstain
Task Review from January Meeting	<ul style="list-style-type: none"><li>Several tasks carried over from January.</li></ul>			
Review January Minutes	<ul style="list-style-type: none"><li>Ann motioned to approve the January minutes. Rachel seconded.</li></ul>	8	0	0
D1 Unity of Control	<ul style="list-style-type: none"><li>No changes were suggested to this policy.</li></ul>			

B5 Treatment of Consumers	<ul style="list-style-type: none"> <li>We discussed effectiveness of mystery shopper program; procedures for comment cards/product requests; etc.</li> <li>Aurea moved to accept B5 report. Jenn seconded.</li> </ul>	8	0	0
B1 Financial Condition	<ul style="list-style-type: none"> <li>A question was asked about growth in owner equity: numbers we're seeing are good.</li> <li>Wrap-up of project: numbers aren't final yet, but generally we were under budget and sales are exceeding expectations.</li> <li>Eileen moved to accept B1 report. Coleen seconded.</li> </ul>	8	0	0
GM Update	<ul style="list-style-type: none"> <li>January sales increase and number of new owners are strong.</li> <li>Increase in equity (/number of owners) is a higher rate than previously.</li> <li>Donna moved to accept GM Update. Aurea seconded.</li> </ul>	8	0	0
Ends Report	<ul style="list-style-type: none"> <li>Dawn commented that goal is for Ends Report &amp; business plan to feed one another.</li> <li>Staff turnover is decreasing; there has been zero turnover since April.</li> <li>We discussed what the Board can do to show appreciation to staff.</li> <li>Local sales are currently 20% of our sales. NCG is going to be setting a goal for co-ops to reach an average of 25% by 2020 (current average is 21%). We define "local" as within 151 miles; NCG doesn't have a standard definition.</li> <li>Aurea moved to accept Ends Report. Jenn seconded.</li> </ul>	8	0	0
Committee Updates/Progress Toward Goals	<ul style="list-style-type: none"> <li>Member Outreach Committee <ul style="list-style-type: none"> <li>Worked on revising committee charter; considering mission &amp; vision; reviewing 5-year goals. Still working on this.</li> </ul> </li> <li>Social Equity Committee <ul style="list-style-type: none"> <li>Has not met yet in February. Meeting February 15<sup>th</sup>.</li> </ul> </li> <li>Board Development Committee <ul style="list-style-type: none"> <li>Committee charter looks good.</li> <li>Chose date of April 29, 1:00-5:00 pm for Spring Board Retreat. Location: Co-op Community Room. Snack potluck.</li> <li>Goals for retreat: follow-up/continue strategic planning; get to know new consultant Leslie.</li> <li>Discussed Board education topics: financial literacy; understanding (cooperative) grocery business; Board-external communication.</li> </ul> </li> </ul>			

	<ul style="list-style-type: none"> <li>○ Board self-evaluations coming up in March.</li> <li>● AMM Committee has begun researching best date for the meeting.</li> </ul>			
Compensation	<ul style="list-style-type: none"> <li>● Eileen made a motion to have the AMM Committee be a formal committee and the chair be compensated at the same level as other committee chairs. Rachel seconded.</li> </ul>	8	0	0
Hiring Outside Org. to do Financial Review	<ul style="list-style-type: none"> <li>● NCG wants co-ops to do a financial review every year. This is a significant expense. We will continue to discuss.</li> </ul>			

<b>TASK LIST</b>	<b>RESPONSIBLE PARTY</b>
Dawn will schedule time to meet with Executive Committee to share lawyer's feedback regarding legal requirements for stock certificates.	Dawn and Executive Committee
Send new CDS Consultant Leslie Watson's bio to board members.	Ann
Committees should continue to revise charters, 5-year goals, budgets, and timelines before next meeting.	Committee chairs
Add to March agenda: review/discuss compensation in light of budget.	Ann
Add continued discussion of financial review to April agenda	Ann
Complete board self-eval	All board members