

# Bluff Country Co-op Board Meeting Minutes

Monday, March 12, 2018

6:00 pm – 8:30 pm

Bluff Country Co-op Community Room

Attendees: Dawn Schreiber, General Manager, Melissa Gordon, Administrative Assistant

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

Board Member Absent: Coleen Bremer

TOPIC	DESCRIPTION	ACTION/OUTCOME		
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		Yay	Nay	Abstain
Task Review from February Meeting	<ul style="list-style-type: none"> <li>• Some tasks were carried over. See below.</li> </ul>			
Review February Minutes	<ul style="list-style-type: none"> <li>• No changes.</li> <li>• Ann motioned to approve. Jenn seconded.</li> </ul>	7	0	1
D2: Accountability to the GM	<ul style="list-style-type: none"> <li>• Q1                             <ul style="list-style-type: none"> <li>○ Two people feel it should be changed.</li> <li>○ There was a question/concern about the following language: “The Board will view GM performance as identical to progress toward organizational performance.” It was pointed out that there are unquantifiable ways to measure success that may exist outside of organizational performance.</li> <li>○ It was clarified that the board writes the ends, which are what the board uses to evaluate the GM’s performance. The GM also decides how she measures the ends, and this is presented in the monthly B policy monitoring report and the monthly store report.</li> <li>○ Dawn also noted that she would feel uncomfortable being evaluated on something that was not concrete.</li> </ul> </li> <li>• Q2                             <ul style="list-style-type: none"> <li>○ There was a question about whether we should</li> </ul> </li> </ul>			

	<p>amend this to include “interim GM” (i.e. “other than the GM <b>or interim GM</b>”).</p> <ul style="list-style-type: none"> <li>○ It was decided that when there is an interim GM this is understood.</li> </ul>			
B6: Staff Treatment and Compensation	<ul style="list-style-type: none"> <li>• Dawn said that she failed to include the staff survey in this report. It was been added to the March board packet today.</li> <li>• Dawn and the HR Coordinator have been reviewing the benefits structure. <ul style="list-style-type: none"> <li>○ Staff are interested in retirement accounts. There is less interest in health care. Staff currently have a health savings account.</li> <li>○ Chris noted that he can advise Dawn in retirement accounts.</li> </ul> </li> <li>• We are out of compliance in making progress toward the livable wage. Several entry-level employees were recently hired, which affected our progress. Dawn is working on the budgeting and is hoping to give an across-the-board raise in July.</li> <li>• On July 1 the raise policy will be updated to be a percentage increase instead of an amount increase.</li> <li>• This report compares us to other co-ops nationally. The question arose: How does our pay scale compare to other local businesses? Donna volunteered to research the wages of local businesses.</li> <li>• There has been a drop in staff turnover, though April tends to be a month when staff turnover is high.</li> <li>• The Core Values list on page 6 in the Co-op Employee handbook is great!</li> <li>• Rachel motioned to approve B6. Chris seconded.</li> </ul>	8	0	0
GM Update	<ul style="list-style-type: none"> <li>• We are solidly averaging \$70K/week. We will hit \$3.3 million this year.</li> <li>• We’re getting lots of new owners. <ul style="list-style-type: none"> <li>○ The board suggested we could add a question on the application to find out how they heard about us/why they decided to join.</li> <li>○ We are currently sending a postcard to new owners after they join. The Membership Outreach Committee should consider having a board member do this.</li> </ul> </li> <li>• Abandoned equity is any equity that has not been paid in full within three years. Minnesota law requires cooperatives to declare that equity as abandoned and donate it.</li> <li>• Donna motioned to approve the GM update. Johanna seconded.</li> </ul>	8	0	0

<p>Committee Updates/ Progress Toward 5-Year Goals</p>	<ul style="list-style-type: none"> <li>• Social Equity <ul style="list-style-type: none"> <li>○ Considering a name change.</li> <li>○ Working on revising charter. <ul style="list-style-type: none"> <li>▪ Our focus on food access will be more clearly spelled out.</li> </ul> </li> <li>○ Revised 5-year goals.</li> <li>○ Requested \$300 in budget for support of Catholic Worker meals.</li> <li>○ Will take over Beans for Bags program.</li> <li>○ Next Catholic Worker meal is this Friday.</li> </ul> </li> <li>• AMM <ul style="list-style-type: none"> <li>○ AMM date had been determined. Please reserve Tuesday, October 16 on your calendars.</li> <li>○ American Legion has been reserved for AMM.</li> <li>○ Requested \$2,225 for AMM budget.</li> <li>○ Reviewing CDS documents about what makes a meeting effective and using those to revise the charter.</li> </ul> </li> <li>• Owner Outreach Committee <ul style="list-style-type: none"> <li>○ Reviewed the charter but decided that nothing could be done until we review the current owner outreach model. Melissa then sent a list of all the things the Co-op is currently doing for owner outreach. The committee will meet again later this week to review this list and use it to outline committee goals and update the charter and budget.</li> </ul> </li> <li>• Board Development <ul style="list-style-type: none"> <li>○ The date for the spring retreat has been decided. Please reserve your calendar for Sunday, April 29, from 1-5 p.m. <ul style="list-style-type: none"> <li>▪ Leslie Watson, our new CDS consultant, will facilitate the retreat. She has sent a draft of the retreat to the committee. The draft includes: <ul style="list-style-type: none"> <li>• Grocery 101.</li> <li>• Reviewing our goals.</li> <li>• Brainstorming education topics for the year.</li> <li>• Succession planning and board member prospects.</li> </ul> </li> </ul> </li> <li>○ There have been no changes to the charter.</li> <li>○ There have been no changes to budget.</li> </ul> </li> </ul>			
<p>Other Items: Board</p>	<ul style="list-style-type: none"> <li>• Board compensation is currently as follows: <ul style="list-style-type: none"> <li>○ \$60/month for the president and committee chairs;</li> <li>○ \$45/month for other directors</li> </ul> </li> </ul>			

Compensation; 3/24/18 – Cooperative Café Twin Cities	<ul style="list-style-type: none"> <li>• Board compensation represents 0.18% of the board budget, which in turn is 0.68% of the store budget.</li> <li>• We want members and owners to know that this is a professional, working board, so we offer a financial reminder.</li> <li>• Chris motioned to accept the board compensation as is. Eileen seconded. To accept it as is.</li> <li>• The board decided to leave the materials budget as is, as we may purchase a screen.</li> <li>• The board decided to leave the professional development budget as is (\$1500). Thus far we have spent \$400.</li> <li>• Aurea will work with Dawn to finalize the budget and then get it to the board.</li> </ul>	8	0	0
Board Strategic Planning: Review of Marketing Article and Review of Larger Board Goals	<ul style="list-style-type: none"> <li>• The communication plan is in place. We just need to know the content to communicate. Jenn and Melissa will work on this. Perhaps at the end of each month, we look ahead and plan the communication for the next month. Potential topics include:             <ul style="list-style-type: none"> <li>○ The co-op principles. Educate owners on them and explain how the board is working toward these.</li> <li>○ What does it mean to be on the board? Each board member can write something about what their experience has been.</li> <li>○ Strategic goals.</li> </ul> </li> </ul>			

TASK	RESPONSIBLE PARTY
<ul style="list-style-type: none"> <li>• Carried over from February:             <ul style="list-style-type: none"> <li>○ Dawn will schedule time to meet with Executive Committee to share lawyer's feedback regarding legal requirements for stock certificates.</li> <li>○ Add to April agenda: Continue discussion of financial review.</li> <li>○ Complete board self-evaluation and put them in envelope in Aurea's mailbox.</li> </ul> </li> </ul>	Dawn  Ann All board members
<ul style="list-style-type: none"> <li>• Research wages at other businesses in town.</li> </ul>	Donna
<ul style="list-style-type: none"> <li>• Create a calendar of communication topics.</li> </ul>	Jenn and Melissa
<ul style="list-style-type: none"> <li>• Develop talking points about the co-op for board members' elevator pitches.</li> </ul>	Jenn and Melissa
<ul style="list-style-type: none"> <li>• Send talking points to Johanna for her letter to the editor.</li> </ul>	Melissa
<ul style="list-style-type: none"> <li>• Draft a letter to the editor about co-ops.</li> </ul>	Johanna
<ul style="list-style-type: none"> <li>• Schedule the SWOT analysis.</li> </ul>	Ann
<ul style="list-style-type: none"> <li>• On the 5-year goals spreadsheet, assign a specific person to any task that has "full committee."</li> </ul>	Committee chairs

<ul style="list-style-type: none"> <li>• Add committees on the bulletin board.</li> </ul>	Jenn
<ul style="list-style-type: none"> <li>• Reserve Sunday, April 29, from 1-5pm for spring board retreat.</li> <li>• Reserve Tuesday, Oct. 16 on your calendars for AMM.</li> </ul>	All board members
<ul style="list-style-type: none"> <li>• Consider taking over the sending of post cards to new owners.</li> </ul>	Membership Outreach Committee
<ul style="list-style-type: none"> <li>• Aurea will work with Dawn to finalize the budget and then get it to the rest of the board.</li> </ul>	Aurea and Dawn