

## Bluff Country Co-op Board Meeting Minutes

Monday, April 9, 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, Coleen Bremer, Donna Kamman, Rachel Kimman, Ann Lichliter, Chris Livingston, Aurea Osgood, Johanna Rupprecht

Board Members Absent: Eileen Hanson

TOPIC	DESCRIPTION	ACTION/OUTCOME		
		Yay	Nay	Abstain
Task Review from March Meeting	<ul style="list-style-type: none"> <li>• Carried over from March:               <ul style="list-style-type: none"> <li>○ Complete board self-evaluation and put them in envelope in Aurea's mailbox.</li> <li>○ Add committees to bulletin board.</li> </ul> </li> <li>• Donna said it was awkward to ask about wages at businesses around town. The food and beverage pay scale may provide some insight on how we compare.</li> <li>• It was decided that committee names can be assigned to tasks in the 5-year goals spreadsheet (i.e. specific names do not need to be assigned).</li> <li>• The schedule for changing the bulletin board is every other month, so Jenn will highlight a board committee in May. In the meantime, committee chairs should consider their needs for non-board director committee members.</li> </ul>			
Review March Minutes	<ul style="list-style-type: none"> <li>• No changes.</li> <li>• Rachel motioned to approve the March minutes. Jenn seconded.</li> </ul>	7	0	1
C2: Board's Job	<ul style="list-style-type: none"> <li>• Tabled until next month.</li> </ul>			
B4: Member's Rights and Responsibilities	<ul style="list-style-type: none"> <li>• In response to 1<sup>st</sup> Rachel's question about the dates in column 1 of the charts: The dates refer to the 12-month period ending on that date.</li> <li>• In response to Rachel's comment about fewer mentions of board meetings in the newsletter, yet higher attendance at AMM: Whether that speaks to how many people are reading</li> </ul>			

	<p>the articles, we cannot be sure, but we will continue to make mention in the newsletters.</p> <ul style="list-style-type: none"> <li>• In response to Rachel’s question about whether there is a process in place to decrease past due memberships: We send a reminder email when equity payment is due. Additionally, a note pops up on their account prompting the cashier to remind them. At a larger scale, we are wrapping up a project that has cleaned up the membership database and is addressing abandoned equity.</li> <li>• NCG says membership growth goal should be 10% annually.</li> <li>• NCG will be giving Dawn a report to show how she’s done on all of the NCG metrics. This will help contextualize our performance of NCG goals.</li> <li>• Donna motioned to approve the B4 Monitoring Report. Aurea seconded.</li> </ul>	8	0	0
GM Update	<ul style="list-style-type: none"> <li>• Application for community fund has been accepted. <ul style="list-style-type: none"> <li>○ Deadline to pay abandoned equity in full has passed. Next step is to send a check for abandoned equity to Twin Pines Community Foundation.</li> <li>○ Julie Johnson has done a lot of work to move this project forward.</li> <li>○ Information about the Fund will be published in the summer newsletter and again in the fall newsletter.</li> </ul> </li> <li>• The question arose: How big are the households of our shoppers? This should be on the shopper survey found in Drive.</li> <li>• We were the first certified fair trade retailer in the nation, but we discontinued the process for annual re-certification because of time and cost.</li> <li>• Sales are going well.</li> <li>• When Dawn talks about the month’s sales, she is typically comparing them to the same month the year before.</li> <li>• Chris 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>• AMM <ul style="list-style-type: none"> <li>○ A line was added to the board calendar to capture some of the milestone tasks. A more detailed task list can be found in the committee folder.</li> <li>○ Goal sheet has been completed.</li> <li>○ Working on charter revisions that take into account the components of an effective meeting based on a CDS field guide and the NCG owner services toolbox.</li> </ul> </li> <li>• Social Equity <ul style="list-style-type: none"> <li>○ Considered changing the name, but will keep it for now.</li> <li>○ Charter was revised and is now complete.</li> <li>○ Need to do some more work on 5-year goals and calendar.</li> <li>○ Community Fund is moving quickly and taking a lot of the committee's time.</li> <li>○ Down to 4 members: Johanna, Jenn, Deb and Julie Johnson. Looking for a finance person. (Scott Miller was suggested.)</li> <li>○ Still doing Catholic Worker meals.</li> <li>○ Have also taken over choosing the Beans for Bags recipients.</li> </ul> </li> <li>• Membership Outreach <ul style="list-style-type: none"> <li>○ Finalized charter with guidance by NCG toolbox.</li> <li>○ Working on completing a logic model to measure the results of what we do to ensure that our efforts are put to the most productive tasks.</li> <li>○ Evaluated the new member bag and post card.</li> <li>○ Discussed an orientation video for prospective owners.</li> </ul> </li> <li>• Board Development <ul style="list-style-type: none"> <li>○ Did not meet. Talked with Leslie. Secured an outline for meeting on 29<sup>th</sup>. Homework will come.</li> </ul> </li> </ul>			
<p>Board Strategic Work: Board Discusses Reading: BCC Financial Annotation, Coop Café,</p>	<ul style="list-style-type: none"> <li>• <b>Financial Annotation</b> <ul style="list-style-type: none"> <li>○ CoCoFiSt stands for Common Cooperative Financial Statements. CoCoFiSt has been replaced by Cometrics.</li> <li>○ The question was asked: What should the board be paying attention to? This will be addressed at the retreat, but as a base, when looking at the Profit &amp; Loss Statements halfway down the page it says Total Income. The next section is Cost of Goods. Under Cost of Goods is the Gross Profit. The store needs the Gross Profit to be 35% of the Total Income.</li> <li>○ Retail Financial Services is a service who does our</li> </ul> </li> </ul>			

May's meeting	<p>accounting. They specialize in grocery store accounting.</p> <ul style="list-style-type: none"> <li>• <b>Coop Café</b> <ul style="list-style-type: none"> <li>○ Ann attended in March. The theme was “We,” and one of the points is that co-ops need to move beyond focusing on members to focusing more broadly on customers.</li> </ul> </li> <li>• Next Co-op Café nearby is in Madison on October 27.</li> </ul>			
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TASK	RESPONSIBLE PARTY
<ul style="list-style-type: none"> <li>• Carried over from April meeting: <ul style="list-style-type: none"> <li>○ Complete board self-evaluation and put them in envelope in Aurea's mailbox.</li> <li>○ Add committees to bulletin board.</li> </ul> </li> </ul>	All board members Jenn
<ul style="list-style-type: none"> <li>• Share “elevator pitch” talking points with board.</li> </ul>	Melissa
<ul style="list-style-type: none"> <li>• Touch base with committee chairs regarding committee member needs.</li> </ul>	Jenn
<ul style="list-style-type: none"> <li>• Dawn to email Jenn with her thoughts about the parking lot. Jenn to draft and letter and bring it to the May meeting.</li> </ul>	Dawn and Jenn
<ul style="list-style-type: none"> <li>• Upload C2 results to Drive for next month.</li> </ul>	Coleen
<ul style="list-style-type: none"> <li>• Ann will send retreat homework. All board members should complete it.</li> </ul>	All board members
<ul style="list-style-type: none"> <li>• Add to agenda: <ul style="list-style-type: none"> <li>○ Vote on Board Budget.</li> <li>○ Discussion about closed meetings.</li> </ul> </li> </ul>	Ann