

## Bluff Country Co-op Board Meeting Minutes

Monday, June 11, 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, Eileen Hanson, Rachel Kimman, Ann Lichliter, Chris Livingston, Johanna Rupprecht

Board Members Absent: Donna Kamman, Aurea Osgood

TOPIC	DESCRIPTION	ACTION/OUTCOME		
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		Yay	Nay	Abstain
Task Review from May Meeting	<ul style="list-style-type: none"> <li>• All tasks were completed.</li> </ul>			
Review May Minutes	<ul style="list-style-type: none"> <li>• No discussion.</li> <li>• Rachel motioned to approve the May minutes. Chris seconded.</li> </ul>	6	0	0
D4 Monitoring GM Performance	<ul style="list-style-type: none"> <li>• As only three board members took the survey, Johanna reminded everyone to take the survey each month.</li> <li>• D4 (5): Since the GM's contract dates have changed, it is no longer the case that the board's annual evaluation of the GM will happen before the installation of new directors. Chris motioned to strike the wording "and before the installation of new directors" from Policy D4 (5). Eileen seconded.</li> </ul>	7	0	0
B3 Asset Protection	<ul style="list-style-type: none"> <li>• Our total assets increased \$1.2 million dollars, which is money we borrowed from bank.</li> <li>• Our insurance will change to reflect our larger store.                             <ul style="list-style-type: none"> <li>○ The value of the building has not changed much but the value of our equipment and our inventory have increased significantly.</li> <li>○ We used to be insured by a company on the east coast that works with many co-ops, but now we are insured by Selective.</li> </ul> </li> <li>• Dawn is seeking quotes for refrigeration monitoring.</li> <li>• In May our cheese cooler malfunctioned. Our insurance claim was approved, and we will be reimbursed for the product we lost as well as the cost of repairs.</li> </ul>			

	<ul style="list-style-type: none"> <li>Eileen motioned to accept B3. Jenn seconded.</li> </ul>	7	0	0
GM Update	<ul style="list-style-type: none"> <li>The initial planting of the living wall occurred. More plants will be added. Additionally, the planters in the parking lot entrance now have plants.</li> <li>The city is hosting a rain garden maintenance workshop at our rain garden on Tuesday, June 12.</li> <li>We sent the first check to the Community Fund. Money came entirely from abandoned equity. <ul style="list-style-type: none"> <li>Our member number went down because we moved those members out of our active member category.</li> </ul> </li> <li>Johanna motioned to approve the GM update. Coleen seconded.</li> </ul>	7	0	0
Committee Updates/ Progress Toward 5-Year Goal	<ul style="list-style-type: none"> <li>Social Equity <ul style="list-style-type: none"> <li>Community Fund: Putting together a statement of purpose for the Community Fund. Writing another article for the next newsletter. Will soon need to create a committee for the fund.</li> <li>Beans for Bags: Chose organizations to be next quarter's recipients.</li> <li>Catholic Worker Meals: Bethany House is taking a break during the time we would normally cook, so we do not have to cook in June.</li> </ul> </li> <li>AMM <ul style="list-style-type: none"> <li>Budget was approved in May.</li> <li>Discussion of by-law changes is on our task list, so we are awaiting the board-wide discussion on this.</li> <li>The AMM will be planned around the four components of a successful meeting: Business; Education; Entertainment/Engagement; Social Time/Celebration</li> <li>Please ask other owners: Why do you attend the meeting? What do you hope to get out of it? This will help us in our planning of the meeting.</li> <li>We will meet as a committee in July.</li> </ul> </li> <li>Board Development Committee <ul style="list-style-type: none"> <li>Board Onboarding: We used a checklist for the first time with the most recent new board members. We are reviewing other strategies.</li> <li>Board Recruitment: <ul style="list-style-type: none"> <li>On July 19, the Co-op will have a table at the Goodview Farmers Market. The primary purpose of the table is to share recipes, demonstrate cooking skills, and help promote local food, but we can have a board member</li> </ul> </li> </ul> </li> </ul>			

	<p>there to talk about being on the board. In August, the board will host a meet-and-greet at the store. Eileen will send an email for volunteers to staff these events.</p> <ul style="list-style-type: none"> <li>▪ We had discussed the possibility of generating a list of skills that would make a successful candidate and help round out the board’s ability. We have decided not to do this. Instead we will repeat the brainstorming session we held last year to generate potential candidates. This session will take place at the July meeting.</li> </ul> <ul style="list-style-type: none"> <li>• Membership Outreach <ul style="list-style-type: none"> <li>○ Ann is the new chair. She will schedule a meeting soon.</li> <li>○ Coleen wrote out postcards to send to new members.</li> </ul> </li> </ul>			
<p>Board Strategic Work: a. Bylaw Change and Transferring Stock Discussion b. Board discusses reading: Board/G M Relationship and Board Talking Points c. Retreat review and next steps</p>	<ul style="list-style-type: none"> <li>• By-law Change and Transferring Stock <ul style="list-style-type: none"> <li>○ It was determined that this discussion should be postponed until the July meeting, when Dawn will bring drafts of new by-laws.</li> </ul> </li> <li>• Board Reading: Board/GM Relationship <ul style="list-style-type: none"> <li>○ Bringing in other store managers can initiate or encourage expanded conversation.</li> <li>○ We discussed ways the board and staff could get to know each other better. Board members could make a point of introducing themselves to staff. Board members could also lead a session at the store’s bi-annual training blitz. The store could consider featuring a staff person each month with a short bio posted somewhere in the store. Staff pick signs in the store are great. Continue doing staff profiles in the newsletter.</li> <li>○ Do we need to communicate more between meetings? Committee work helps us touch base with each other in between meetings. Admin should continue to send emails throughout the month.</li> </ul> </li> <li>• TALKING POINTS <ul style="list-style-type: none"> <li>○ Rachel and Coleen volunteered to add the corresponding end(s) to each talking point.</li> </ul> </li> <li>• Spring Retreat Reactions and Next Steps <ul style="list-style-type: none"> <li>○ Reactions <ul style="list-style-type: none"> <li>▪ It is good to identify ways we stand out in this competitive market.</li> <li>▪ Grocery 101 piece is valuable, and we need to build that into the new board member onboarding. We should also add some of the</li> </ul> </li> </ul> </li> </ul>			

	<p>points from Melissa's spring retreat notes. (All materials from Spring board retreat are on Drive.)</p> <ul style="list-style-type: none"> <li>▪ We should schedule an annual SWOT analysis.</li> <li>▪ We should try to find ways to practice generative thinking in board meetings.</li> <li>▪ Leslie did a great job. She was organized, informational, and a good listener.</li> </ul> <ul style="list-style-type: none"> <li>○ Next steps <ul style="list-style-type: none"> <li>▪ Spend some time going over the 5-year goals, and in September doing the SWOT analysis.</li> <li>▪ Get Leslie's September calendar so we can start planning the next retreat.</li> </ul> </li> </ul>			
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TASK	RESPONSIBLE PARTY
<ul style="list-style-type: none"> <li>• Mark your calendars for the next call with Leslie: Thursday, June 21<sup>st</sup>, noon.</li> </ul>	All board members
<ul style="list-style-type: none"> <li>• Ask Leslie and Aurea what to do with closed meeting minutes given that Dawn and Melissa both have access to Drive.</li> </ul>	Ann
<ul style="list-style-type: none"> <li>• Melissa to send the board the deadlines for the next newsletter.</li> </ul>	Melissa
<ul style="list-style-type: none"> <li>• Dawn will add annotations to future financial graphs.</li> </ul>	Dawn
<ul style="list-style-type: none"> <li>• Dawn to draft by-law changes.</li> </ul>	Dawn
<ul style="list-style-type: none"> <li>• Ask other owners: Why do you attend the meeting? What do you hope to get out of it? And let Rachel know.</li> </ul>	All board members
<ul style="list-style-type: none"> <li>• Send an email to the board for volunteers to staff the Goodview Farmers Market in July and August meet-and-greet.</li> </ul>	Eileen
<ul style="list-style-type: none"> <li>• Add the corresponding end(s) to each talking point on Drive.</li> </ul>	Rachel and Coleen
<ul style="list-style-type: none"> <li>• Task suggestions from retreat discussion: <ul style="list-style-type: none"> <li>○ Schedule an annual SWOT analysis (perhaps at fall retreat).</li> <li>○ Find ways to practice generative thinking in board meetings.</li> <li>○ Review 5-year goals</li> <li>○ Get Leslie's September calendar so we can start planning the next retreat.</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>• If possible, arrive one hour early for next board meeting to meet with board members from the Menomonie store.</li> </ul>	All board members
<ul style="list-style-type: none"> <li>• Add to next agenda: <ul style="list-style-type: none"> <li>○ What to do about closed meeting minutes</li> <li>○ By-law changes and transfer of stock</li> <li>○ Brainstorm list of owners to recruit for board</li> </ul> </li> </ul>	Ann