

Bluff Country Co-op Board Meeting Minutes

Monday, December 7, 2015

5:30 pm – 8:00 pm

Faith Lutheran Church

Attendees: Dawn Schreiber, General Manager, Melissa Gordon, Arlene Pfeiffer, JC Pfeiffer

Board Members Present: Ellen Brand, Lynn Carlson, John Chernega, Rachel Kimman, Diane Leutgeb Munson, Ann Lichliter, Aurea Osgood, Charlotte Roraff

Board Members Absent: Mary Kirk, Mollee Sheehan

TOPIC	DESCRIPTION	ACTION/OUTCOME		
		YA Y	NAY	ABSTAI N
Task Review	<ul style="list-style-type: none"> • All tasks were completed. 			
November Board Meeting Minutes	<ul style="list-style-type: none"> • No changes. • Ellen motioned to approve the November board meeting minutes. Charlotte seconded. 	6	0	2
GM Monthly Update	<ul style="list-style-type: none"> • Thanksgiving went well. Sales were 6% up from last year. We sold more Ferndale than Schultz turkeys. • Produce department saw 14% sales growth in November. • We added 12 new owners in November. • Rachel motioned to accept the GM Monthly Update for November. John seconded. 			
Grievance Policy Update	<ul style="list-style-type: none"> • The employee handbook is being updated, and the grievance policy will be changed, which means we need to update item B6, bullet 1B in the Policy Register to reflect that change. • Dawn will share the new employee handbook with the board when it is ready. 			
GM Report - Ends Interpretation	<ul style="list-style-type: none"> • This is the first time we've looked at the Ends alongside data. • Areas that need improvement: <ul style="list-style-type: none"> ○ Number of people using food stamps should increase. We need to better communicate our store to this demographic. People's Food Co-op partners 			

	<p>with SNAP/EBT to offer classes. We could potentially offer classes at the HUD office or partner with East End Rec or Volunteer Services. We currently are unable to participate in WIC.</p> <ul style="list-style-type: none"> ○ Co-op Education, for example: Increasing our participation with other co-ops, articles in our newsletter about co-ops, and donations to cooperative organizations. • We will stop participating in the Mystery Shopper program because it has not yielded useful feedback, but we will continue customer surveys. • Dawn will add the number of local producers with whom BCC works to page 16 of the Ends Report. • Charlotte motioned to accept the GM Report Ends Interpretation. Ann seconded. 			
Expansion Updates	<ul style="list-style-type: none"> • Dawn and Development Cooperative Consultant PJ Hoffman interviewed three Design/Build Teams from the four proposals BCC received. • Dawn shared her and PJ's evaluations with the board. • Wieser Bros./Owen Warneke was chosen for the expansion job. This team has experience working with value-added food facilities, including People's Food Co-op in Rochester, Viroqua Food Co-op, and Organic Valley. • The next step is to receive a contract from Wieser Bros./Owen Warneke and have our lawyer, Cindy Telstad, review it. 			
Capital Campaign Updates	<ul style="list-style-type: none"> • We are at 94 investors, \$343,210 invested. 			
AMM Reflections	<ul style="list-style-type: none"> • Feedback has been positive. • Melissa will make the AMM folder more easily accessible on Drive and get tablecloth notes to Ann. 			
Round Table Review and Next Steps	<ul style="list-style-type: none"> • Charlotte and Ellen shared notes from round table discussions. Ann will add notes to AMM folder. 			
Small But Strong Conference Reflections	<ul style="list-style-type: none"> • Conference was great. It provided a broader view of co-ops and provided more in-depth information about the business aspect. • One take-away: Instead of focusing on getting more people in the store, focus on getting those who are already in the store to put more in their basket 			
Goals and	<ul style="list-style-type: none"> • Board should think about goals and outcomes for the 			

Outcomes for Winter Retreat	<p>January Winter Retreat.</p> <ul style="list-style-type: none"> Diane will look at available Saturdays and get back to Lynn. 			
Miscellaneous	<ul style="list-style-type: none"> All board members signed a statement of agreement and a photo release forms. Photos will be taken at the next board meeting. 			
Meeting Adjourned	<ul style="list-style-type: none"> Meeting adjourned at 7:45PM Jan. 20th Ellen goes on vacation 			

TASK	RESPONSIBLE PARTY
Update the language in B6, bullet 1B in the Policy Register by changing wording from "grievance" to "workplace conflict."	Aurea Osgood
Share the new employee handbook with board.	Dawn Schreiber
Add the number of local producers with whom BCC works to page 16 of the Ends Report.	Dawn Schreiber
Make the AMM folder more easily accessible on Drive and get tablecloth notes to Ann.	Melissa Gordon
Add notes from round table discussions to AMM folder.	Ann Lichliter
Think about goals and outcomes for winter retreat.	All board members
Get back to Lynn on dates that will work for retreat.	Diane Leutgeb Munson
Be prepared for a photo shoot at next board meeting.	All board members.