

Bluff Country Co-op Board Meeting Minutes

Monday, December 12, 2016

6:00 pm – 8:30 pm

Residence of Board President Ann Lichliter

Attendees: Dawn Schreiber, General Manager, Melissa Gordon

Board Members Present: Coleen Bremer, John Chernega, Diane Leutgeb Munson, Mary Kirk, Ann Lichliter, Johanna Rupprecht

Board Members Absent: Rachel Kimman, Charlotte Roraff, Aurea Osgood

TOPIC	DESCRIPTION	ACTION/OUTCOME		
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		Yay	Nay	Abstain
Task Review from November meeting	<ul style="list-style-type: none"> • Two items were carried over (see tasks below). 			
Review of November minutes	<ul style="list-style-type: none"> • No changes were made. • Diane motioned to approve the November minutes. Ann seconded. 	5	0	1
Board Member Evaluation	<ul style="list-style-type: none"> • It was noted that often there was not enough difference of opinion among the board. • Coleen has expertise in creating survey questions to get the most useful responses so she will take over the surveys beginning with the February survey. • The board discussed the fact that the surveys are based on board members' opinions and it would be beneficial to find measureable ways to evaluate board work. Subcommittee goals could be one way of showing progress. • The board could also dissect what is behind the threats and opportunities in the SWOT analysis and how we might address them. 			
GM Monthly Update/Expansion and Capital	<ul style="list-style-type: none"> • Store Updates <ul style="list-style-type: none"> ○ The store is busy with the holidays. ○ There was no staff turnover or changes in December. ○ Dawn is trying to change the disability policy so that it is open to staff based on years of service, not just management status. 			

Campaign	<ul style="list-style-type: none"> ○ HBC recently gave us a proposal for getting the public WiFi back up and running. • Expansion updates <ul style="list-style-type: none"> ○ The future appraisal has been completed. The environmental study was conducted and results found the store to pose no threats to human or environmental health. The application for the USDA loan backing has not yet been sent because project costs are still being finalized. ○ There are many fees associated with the USDA backing. ○ Dawn met with the Development Cooperative Financial Advisor and Home Federal last Friday. ○ The Project Committee will be meeting this week. ○ The County Economic Development Authority is coming to the store Friday to assess the project, but they won't be able to let us know about a loan until the end of January. ○ We are looking at a new market tax credit opportunity. ○ We are about \$11,000 away from hitting our goal of \$610,000, but we will continue to sell shares until the June deadline. 			
GM Ends Interpretation	<ul style="list-style-type: none"> • This is the first time Dawn has interpreted the ends in this way because last year the measures were written. • Much of this information was created in October and used for the Annual Member Meeting. • The board could use this information to brainstorm ideas to help the co-op in an increasingly competitive market. • Graphs and other ways to visually represent the information are helpful. • Coleen motioned to approve the GM Ends Interpretation. Johanna seconded. 	6	0	0
Summary of Bluff Country Co-op History	<ul style="list-style-type: none"> • This topic was postponed due to time constraints. 			
Committee descriptions and updates	<ul style="list-style-type: none"> • Membership Outreach Committee <ul style="list-style-type: none"> ○ The primary purpose of this committee is to work with the Membership Outreach Coordinator to create meaningful connections with the membership. This committee is responsible for planning the Annual Member Meeting. Other responsibilities could include helping with 			

	<p>Membership Appreciation Week, assisting with the owner information page on our website and creating new owner literature.</p> <ul style="list-style-type: none"> • Social Equity Committee <ul style="list-style-type: none"> ○ Overarching purpose is to increase access to good food, especially for people who have limited access. Different projects include cooking a monthly meal at the Catholic Worker house, exploring a potential round-up at the register program, and exploring limited income memberships. • Project Committee <ul style="list-style-type: none"> ○ The purpose of this committee is to advise and support Dawn in the expansion. • Board Development Committee <ul style="list-style-type: none"> ○ The job of the board development committee is to develop the board. This committee plans two retreats per year, has helped streamline the agenda process, has added the educational component to the board meetings, and is responsible for heading up board member recruitment, orientation, and self-evaluation. The committee also initiated the mentor program that will be piloted this year. • At the January board meeting board members should be prepared to choose which committees they want to be on. Decisions should be made upon interest and realistic assessment of how much time can be given. • One way to reduce the number of committees per board member is to recruit owners to join committees. 			
Board Development Activity	<ul style="list-style-type: none"> • This activity did not occur due to time constraints and the otherwise social nature of the meeting. 			
Closed Board Meeting	<ul style="list-style-type: none"> • The board met for a closed meeting. 			

TASK	RESPONSIBLE PARTY
Carried over from November: Add to future agenda: Discuss hiring an outside organization to conduct a financial review.	Ann
Carried over from November: Update SWOT Analysis online and on hard copy in Aurea's office.	Melissa
Put SWOT analysis in Drive.	Melissa
Add January CDC leadership training to board calendar.	Melissa

Attend leadership training in January if you haven't already.	All board members
Meet to discuss board surveys.	Melissa and Coleen