

Bluff Country Co-op Board Meeting Minutes

Monday, April 10, 2017

6:00 pm – 8:30 pm

Winona State University, Minné Hall Room 239

Attendees: Dawn Schreiber, General Manager, Melissa Gordon

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

Board Members Absent: Rachel Kimman, Charlotte Roraff

TOPIC	DESCRIPTION	ACTION/OUTCOME		
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		Yay	Nay	Abstain
Owner Forum	<ul style="list-style-type: none"> Owner Jay Palmer asked the Co-op to write a letter of support for a grant project involving the Winona Housing and Redevelopment Authority. The grant is for an after-school community garden at Maplewood Townhomes. Jay also mentioned that there is a possibility for the Co-op to be involved in future programming at the garden. Winona HRA will apply for funding in fall 2017 with intention of breaking ground in late fall 2017/early spring 2018 and planting in Spring 2018. The Social Equity Committee will draft a letter of support. 			
Task Review from March Meeting	<ul style="list-style-type: none"> Carried over from March: All committee chairs need to add their 5-year plans to the 2017 Board Retreat folder. 			
Review March Minutes	<ul style="list-style-type: none"> Under D2, change “moved” to “passed.” Under D2, move voting numbers down so it’s clear where the voting occurred. Mary motioned to approve the March minutes with the two changes. Johanna seconded. 	7	0	0
C2 The Board’s Job	<ul style="list-style-type: none"> The board discussed splitting C2 #5 into A, B, and C components to more clearly examine each component. The suggested change would read: <ul style="list-style-type: none"> In order to govern successfully, we will perpetuate the Board’s leadership capacity using the following: <ul style="list-style-type: none"> A. ongoing education and training 			

	<ul style="list-style-type: none"> ▪ B. a robust recruitment, qualification, and nomination process ▪ C. Fair elections <ul style="list-style-type: none"> • John motioned to approve the split of C2 #5 into A, B, and C components. Diane seconded. 	7	0	0
GM Monitoring Report: B4 Member Rights and Responsibilities	<ul style="list-style-type: none"> • Not much changed from previous report. Some numbers are trending upward. • In the future, Dawn will include in this report overdue owner stats for the past few years, as well as numbers of those who pay in full vs. those who pay in installments. • The board discussed membership fees. <ul style="list-style-type: none"> ○ The question about whether we should raise our membership fee now that we are expanding arose. ○ Aurea will email Joel for a toolbox on determining membership shares and fees. ○ Limited income memberships were brought up. <ul style="list-style-type: none"> ▪ Dawn is against these because it violates a fundamental principle of cooperatives, which is that everyone is equal. • Dawn added a C-share section to this report. • John motioned to approve the B4 Monitoring Report. Ann seconded. 	7	0	0
GM Update, Expansion, Change in Service Provider	<ul style="list-style-type: none"> • GM Update <ul style="list-style-type: none"> ○ Sales up 4.8%. ○ Bi-annual staff training blitz occurred in early April and included a session on Co-op history and a sustainability audit. • Expansion Update <p>The loan closing is scheduled for Thursday, 13th, at 3:30pm.</p> <ul style="list-style-type: none"> ○ Groundbreaking ceremony is scheduled for Monday, 17th, at 9am. <ul style="list-style-type: none"> ▪ Mayor Peterson will speak, as well as GM and Board President. ▪ Wieser Brothers Construction will provide props for photos. ○ We will be looking for volunteers to paint. ○ We will have monthly walk-throughs for owners. ○ We had one investment this week, plus sent two more prospectuses out. • Change in Service Provider <ul style="list-style-type: none"> ○ BCC had an IT audit late last summer. One of the recommendations from the audit was that the Co-op secure an IT management provider. After interviewing several companies, we have signed on 			

	<p>with local Valley Computers Solutions, who will fulfill the role of IT management as well as provide phone and intercom services for our new store. This means we will leave Google, but they will migrate all of our folders for us.</p>			
Committee Chair Updates	<ul style="list-style-type: none"> • Member Outreach Committee <ul style="list-style-type: none"> ○ We will begin planning the AMM at our next meeting. • Social Equity <ul style="list-style-type: none"> ○ Next Catholic Worker is next Friday, 21st. ○ Diane will ask Lynn if she has the photo of the committee at the Catholic Worker. • Board Development <ul style="list-style-type: none"> ○ We set our budget. ○ We began creating a calendar of topics for professional learning. ○ We evaluated the retreat. ○ We reviewed our goals. • Project Committee: Expansion update above. 			
Self-Eval Discussions	<ul style="list-style-type: none"> • The goal of the self-evaluation is for each individual board member to assess his/her own personal learning. • The self-evaluation itself is a work in progress. The Board Development Committee created it this year and plans to revise the form. • Board members should have brought their own self-evaluation, but the Board Development Committee will hold on to them and review them. • Board members paired up and discussed their evaluations, focusing on the characteristics they think a strong board member has and areas for personal improvement. They then shared with the group. • The plan is to conduct the self-evaluation once a year, so board members can track growth. • A question arose about CDS leadership training. <ul style="list-style-type: none"> ○ Leadership training is usually once a year and offered at the same time as CBLD 101. The next one is in January in the cities. Attendance is included in CDS membership fee. 			
Board Budget	<ul style="list-style-type: none"> • Social Equity requested \$300 to use toward the Catholic Worker meal program. • Board Development requested \$100 to use in recruiting new board members (for the meet and greet as well as taking interested candidates out to coffee for informational meetings). • The Member Outreach Committee still needs to assess how 			

	<p>much is needed for the 45th Annual Member Meeting. They will get their proposal to Aurea before the next meeting.</p> <ul style="list-style-type: none"> • CDA program fee includes: <ul style="list-style-type: none"> ○ Monthly phone call with Joel ○ 1 half-day retreat/year ○ CBLD 101 admission ○ Access to library ○ X number of hours they will provide us with projects (last year this money was used for help with employee handbook) • Johanna motioned to continue working with CDS. Diane seconded. • Aurea will include the revised budget (including Owner Services budget) in the packet next month. We will vote then. 	6	1	0
<p>Strategic Planning – Discussion of Retreat and Steps Toward Creating Specific Objectives (Community Projects)</p>	<ul style="list-style-type: none"> • Reflections on the spring retreat included: <ul style="list-style-type: none"> ○ Went in hoping to come away with more concrete plans at the end of day. ○ All the sticky notes were a bit overwhelming. ○ The sticky note activity took a lot of time, and was very confusing. ○ It is good to have a timeline, but we need more tasks as well as people assigned to them. ○ It was unfortunate that we didn't use the goals that each committee prepared in advance. ○ Board committees can tackle some of the items, but before that can happen the board should agree as a whole on which items should be tackled first. ○ We should identify where we want the organization to be in five years then consider where we are now, and analyze the gap. • The Board Development Committee and Dawn will contact Julie Fassbender to discuss whether she might assist the board in clarifying 3-5 year goals and creating a task list and timeline. 			
<p>MN Food Co-op Board Member Request</p>	<ul style="list-style-type: none"> • Everyone agreed to share their bluff.coop email address with the MN Food Co-op organization. Ann will be the contact person. 			
<p>Meeting Adjourned</p>	<ul style="list-style-type: none"> • Meeting adjourned at 8:35pm 			

TASK	RESPONSIBLE PARTY
<ul style="list-style-type: none"> Carried over from March: Add committee 5-year plans to the 2017 Board Retreat folder. 	Committee Chairs
<ul style="list-style-type: none"> In March minutes, under D2, change “moved” to “passed.” 	Melissa
<ul style="list-style-type: none"> In March minutes, under D2, move voting numbers down so it’s clear where the voting occurred. Also, change “moved” to “passed.” 	Melissa
<ul style="list-style-type: none"> Draft a letter of support for Winona Housing and Redevelopment Authority’s grant proposal for an after-school community garden. 	Social Equity Committee
<ul style="list-style-type: none"> Update policy register C2 #5. 	Melissa
<ul style="list-style-type: none"> Include in future B4 Monitoring Reports overdue owner stats for the past few years, as well as numbers of those who pay in full vs. those who pay in installments. 	Dawn
<ul style="list-style-type: none"> Email Joel for a toolbox on determining membership shares and fees. 	Aurea
<ul style="list-style-type: none"> Owner Services to get 2017-18 budget proposal to Aurea before next meeting. 	Owner Services Committee
<ul style="list-style-type: none"> Include the revised budget (including Owner Services budget) in the packet next month. 	Aurea
<ul style="list-style-type: none"> Contact Julie Fassbender about joining the board for 2-3 meetings as a follow-up to spring retreat. 	Dawn, Board Development Committee
<ul style="list-style-type: none"> Add to May agenda: Vote on 2017-18 budget. 	Ann
<ul style="list-style-type: none"> Ask Lynn if she has the photo of the Social Equity Committee at the Catholic Worker House. 	Diane
<ul style="list-style-type: none"> Share individual board email addresses with MN Food Co-op organization. 	Ann