

Bluff Country Co-op Board Meeting Minutes

Monday, June 12, 2017

6:00 pm – 8:30 pm

Winona State University, Minné Hall Room 239

Attendees: Dawn Schreiber, General Manager, Melissa Gordon, Administrative Assistant, Josh Datta, Julie Fassbender

Board Members Present: Coleen Bremer, John Chernega, Rachel Kimman, Mary Kirk, Ann Lichliter, Aurea Osgood, Johanna Rupprecht

TOPIC	DESCRIPTION	ACTION/OUTCOME		
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		Yay	Nay	Abstain
Strategic Planning	<ul style="list-style-type: none"> • The Board Development Committee created a mission statement for the board. The purpose of the statement is to define what the board does and to better delineate the board’s role. • The board’s mission statement as created by the Board Development Committee: <ul style="list-style-type: none"> ○ The mission of the BCC Board is to further the purpose of the co-op by: <ul style="list-style-type: none"> ▪ Supporting the GM ▪ Representing the owners ▪ Ensuring the financial well-being of BCC ▪ Preparing for the future success of BCC • The board discussed the mission: <ul style="list-style-type: none"> ○ According to BCC’s Articles of Incorporation, the purpose of Bluff Country Co-op is “to provide the community that it serves with high quality food, house-wares, hardware and other essentials of life, on a cooperative basis.” ○ The mission statement fits with CDS Consulting’s 4 Pillars of Cooperative Governance: Teaming, Democracy, Strategic Leadership, and Accountable Empowerment. ○ The board decided to make the following change to the mission: <ul style="list-style-type: none"> ▪ Change “Supporting the GM” to “Empowering and Guiding the GM” 			

- Add the phrase “and the ends” so it reads: “to further the purpose **and the ends** of the co-op by...”
- The board then worked with Julie Fassbender on 5-year goals.
 - First the board took 5 minutes to individually review the goals created during the spring retreat as well as the goals that each committee created.
 - After individually reviewing the goals, the board called out the most important goals. Julie wrote these on one big list. (See below)
 - Next, the board grouped the list of goals into 8 categories. Categories were then assigned to committees. (See below)
 - Finally, the board worked through an example of how to take an individual goal, identify its objective, and create actionable steps to achieve that objective, which is what was assigned as homework. (See spreadsheet titled “2017 5-Year Goals” on Drive)

Summary of work from June 12, 2017

Italics = in more than one goal area

Bold = Committee Ownership

Goal Category 1: Improve Food Access / Justice

Assigned to: Social Equity

- Work for justice in food system
- Increase access to ALL community members (ses)
- Improve food access - i.e. limited mobility, underrepresented communities

Goal Category 2: Increase Membership and member/owner engagement

Assigned to: Membership Outreach

- *More Board to owner communication*
- Increase attendance at the annual member meeting
- More Members
- Appreciate / Celebrate Member owners
- *Increase member involvement*
- Increase member committee involvement

Goal Category 3: Board Health

Assigned to: Board Development

- Institutional Memory
- Maintain Regular and Health communication between board members

	<ul style="list-style-type: none"> ○ Help board understand financial statement ○ More communication with other co-op 'friends' ○ Develop onboarding education plan for new board members ○ Succession planning ○ Board leadership succession planning <p>Goal Category 4: Develop Pathways to Board Involvement (committee involvement)</p> <p>Assigned to: Board Development</p> <ul style="list-style-type: none"> ○ <i>Increase member involvement</i> ○ Recruit and elect a diverse board ○ Increase member leadership - active members (feeder program - committees) <p>Goal Category 5: Board and Member Reciprocal Communication</p> <p>Assigned to: Full Board</p> <ul style="list-style-type: none"> ○ <i>More Board to owner communication</i> ○ <i>Update bylaws, review bylaws</i> ○ Successful roll out of new store ○ <i>Communication for investment payback</i> <p>Goal Category 6: Community Relationships</p> <p>Assigned to: Social Equity</p> <ul style="list-style-type: none"> ○ Support local food system and infrastructure ○ Increase community involvement in - new store ○ <i>BCC roll in community building</i> <p>Goal Category 7: Visioning - Board</p> <p>Assigned to: Full Board</p> <ul style="list-style-type: none"> ○ Vision for after expansion - beyond 2018 ○ Identify future threats ○ <i>Update bylaws and review bylaws</i> ○ Maintain financial monitoring ○ <i>BCC roll in Community building</i> <p>Goal Category 8: General Manager</p> <p>Assigned to: Full Board</p> <ul style="list-style-type: none"> • Maintain relationship with GM 			
Task Review from May Meeting	<ul style="list-style-type: none"> • Three tasks were carried over: <ul style="list-style-type: none"> ○ Prepare a proposal for vice president's role and responsibilities. (Board Development Committee) ○ Invite staff to volunteer at Catholic Worker nights. (Dawn) ○ Ask Julie Fassbender to include in our strategic planning conversation (Board Development Committee): <ul style="list-style-type: none"> ▪ What would we do if we suddenly had a windfall? ▪ What would we do if we suddenly had no 			

	<p>money?</p> <ul style="list-style-type: none"> ▪ 5 years from now: Begin discussing an equity increase. ▪ Checklist from back of May reading. 			
Review May Minutes	<ul style="list-style-type: none"> • Melissa explained that the notes regarding the changes to policy C6 read differently from policy C6 itself because the May survey used outdated policy language. Relevant changes to policy C6 have been made. • Ann motioned to approve the June minutes. Johanna seconded. 	5	0	2
D4 Monitoring GM Performance	<ul style="list-style-type: none"> • The question arose about whether the board is acquiring information using all of the methods listed in the sub-bullets of D4 # 1, but it was pointed out that the policy language says the board will acquire information “by one or more” of the three methods provided. • It was decided that the language in D4 #5 should be amended to explicitly state that both the president and the secretary should sign off on the annual monitoring table. 			
B3 Asset Protection	<ul style="list-style-type: none"> • Dawn said she had no comments beyond what was already written in the report. • No additional discussion was had. • Mary motioned to approve the B3 Monitoring Report. John second. 	7	0	0
GM Update; Expansion	<ul style="list-style-type: none"> • The construction work is moving along. <ul style="list-style-type: none"> ○ Our 2nd street entrance was closed today. It should reopen tomorrow. ○ We are still in Phase 1, but construction has extended into the store a bit to prepare the new deli area to open at the end of Phase 1. • The Construction Tour went well. About 10 people showed up. • Next time you’re in the store, thank the staff members for their work during the construction, as conditions are loud and noisy. 			
Questions Regarding Committee Updates	<ul style="list-style-type: none"> • No discussion. 			
CCMA	<ul style="list-style-type: none"> • Aurea, Coleen, and Johanna attended the CCMA conference, and all said it was informative and worthwhile. Aurea’s notes are in the June packet. Coleen will send her notes to Melissa to add to June packet. 			
Meeting Adjourned	<ul style="list-style-type: none"> • Meeting adjourned at 8:22PM 			

TASK	RESPONSIBLE PARTY
<ul style="list-style-type: none"> • Make changes to the board mission: <ul style="list-style-type: none"> ○ Change “Supporting the GM” to “Empowering and Guiding the GM” ○ Add the phrase “and the ends” so it reads: “to further the purpose and the ends of the co-op by...” 	Board Development Committee
<ul style="list-style-type: none"> • Notify Melissa if board mission statement should be added to board’s page on BCC website. 	Board Development Committee
<ul style="list-style-type: none"> • Ask Julie Fassbender to include in our strategic planning conversation: <ul style="list-style-type: none"> ○ What would we do if we suddenly had a windfall? ○ What would we do if we suddenly had no money? ○ 5 years from now: Begin discussing an equity increase. ○ Checklist from back of May reading. 	Melissa
<ul style="list-style-type: none"> • Prepare to complete objectives and tasks for the following Goal Categories (this will be done at the next board meeting): <ul style="list-style-type: none"> ○ Board and Member Reciprocal Communication ○ Visioning ○ General Manager 	All board members
<ul style="list-style-type: none"> • Add to July agenda: Complete objectives and tasks for goal categories board and member reciprocal communication, visioning, and general manager 	Ann
<ul style="list-style-type: none"> • Complete objectives, actionable steps, owner of step and deadline for respective goal categories. 	Board Committees
<ul style="list-style-type: none"> • Review list of owners and identify 2 people to contact about becoming a board member 	All board members
<ul style="list-style-type: none"> • Send CCMA notes to Melissa to add to board packet. 	Coleen and Melissa
<ul style="list-style-type: none"> • Tell Melissa if D4 #5 should be changed. 	Board
<ul style="list-style-type: none"> • Thank staff members next time you are in the store. 	Board