

Bluff Country Co-op Board Meeting Minutes

Monday, July 10, 2017

6:00 pm – 8:30 pm

Winona State University, Minné Hall Room 239

Attendees: Dawn Schreiber, General Manager, Melissa Gordon, Administrative Assistant, Jenn Baechle, Deb Pelowski

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

Board Members Absent: Ann Lichliter

TOPIC	DESCRIPTION	ACTION/OUTCOME		
		Yay	Nay	Abstain
Owner Forum	<ul style="list-style-type: none"> Deb Pelowski and Jenn Baechle were in attendance as potential appointments to the two open board director positions. They each introduced themselves, giving their reasons for being interested in serving on the board. 			
Task Review from June Meeting	<ul style="list-style-type: none"> All tasks were completed. 			
Review June Minutes	<ul style="list-style-type: none"> During the June meeting, 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; however, a vote did not take place. John motioned to amend policy D4 #5 to explicitly state that both the president and the secretary should sign off on the annual monitoring table. Mary seconded. 	6	0	0
	<ul style="list-style-type: none"> No changes were made to the June minutes. Rachel motioned to approve the June minutes. Aurea seconded. 	6	0	0
D3 Delegation to the GM	<ul style="list-style-type: none"> All points were either strongly agreed or agreed upon. No further discussion ensued. 			
B7 Communication to	<ul style="list-style-type: none"> Dawn noted that this is one of the weaker monitoring reports but it will be improved in the future. Johanna observed that some of the contents got cut off in 			

the Board Monitoring Report	<p>the PDF. Dawn will notify Ann, who will get a more complete version, or a different format, to the board.</p> <ul style="list-style-type: none"> The question of whether the board is supposed to vote on member cancellations arose. Currently Dawn approves them and the board reviews them, but does not vote on them. Aurea mentioned that the board used to approve the monthly update, which includes the cancellations. Johanna suggested that the board could approve the cancellations through a consent agenda. It was decided that this would be discussed at the August meeting. Johanna motioned to approve the B7 Monitoring Report. John seconded. 	6	0	0
GM Monthly Update; Expansion	<ul style="list-style-type: none"> The store will close this Wednesday, July 12, at 4pm and reopen Friday morning from the new side. During the time the store is closed, the move to the new side will occur. When we reopen our hours will change to 8am – 8pm daily. (The only change is that Sunday we will open at 8am instead of 10am.) The kitchen is not ready, so it will continue to operate out of the current location. Lots of moving parts this week. Next is Phase 2, during which construction will happen on the center of our current store. Shopping will take place around the perimeter. The volunteer painting team is headed by Taff Roberts. We are still scheduled to be finished by October 25. Our capital campaign has officially ended. <ul style="list-style-type: none"> 182 total investments. 160 single investors, 22 repeat investors. Average investment of ~\$3340. \$644,502.43 total with investments, loans, and donations. 			
Committee Updates	<ul style="list-style-type: none"> Board Development <ul style="list-style-type: none"> The committee worked on their part of the strategic planning process. They plan to host another meet and greet for folks interested in being on the board. Dates/times/locations TBD. Social Equity <ul style="list-style-type: none"> The committee worked on their part of the strategic planning process. They created a template for hosting Catholic Worker meals and creating the list of needed ingredients. Johanna will share it with everyone. They still need someone to host the Catholic Worker 			

	<p>meal in August. If interested, please contact John. September through December are covered.</p> <ul style="list-style-type: none"> • Project Committee <ul style="list-style-type: none"> ○ Update given in monthly report. See above. • Member Outreach <ul style="list-style-type: none"> ○ Date for AMM was changed from Nov. 2 to Nov. 18 due to location availability; however, Nov. 18 is not ideal because it would inconvenience the kitchen. The Committee will determine a new date and get back to the board. ○ The Committee asked for board feedback regarding alcohol and festivities at the AMM. The general consensus was that since the Co-op has a lot to celebrate (45th anniversary, expansion) the AMM should be a festive one. 			
<p>Strategic Discussion: Succession and Election Planning</p>	<ul style="list-style-type: none"> • Mary appreciated that the readings were short and sweet and encouraged boards to look ahead and prepare for changes. • The board noted specific suggestions from the readings that would be helpful to adopt, including: <ul style="list-style-type: none"> ○ Scheduling discussions to identify skill sets that are needed for a full and well-functioning board. ○ Past presidents mentoring new presidents, and new presidents taking on some of the responsibilities of the president (e.g. attending agenda planning meetings, running part of the meeting). ○ Creating a “skills list” that will help board members better self-identify what officer roles they would be good at, and use the “skills list” in board recruitment to attract the right kinds of candidates. • There are no policies regarding officer roles, but the practice has been: During the first year, directors serve on committees; during the 2nd year, directors serve as committee chairs; during the 3rd year, directors serve as officers. • Each board member should email Ann with their suggestions for who should be in what officer position. • During the phone call with Joel this week Mary will ask about the roles of officers and how to farm out the work of the president so that it’s an easier role to step into (e.g. have two co-presidents or beef up the role of vice president to take on some of the president’s duties). 			
<p>Strategic Planning: Larger</p>	<ul style="list-style-type: none"> • Three goal categories were assigned to the full board: <ul style="list-style-type: none"> ○ Board and Member Reciprocal Communication ○ Visioning 			

<p>Board Objectives</p>	<ul style="list-style-type: none"> ○ GM • The board brainstormed steps to complete the objectives in each category. Steps are represented in italics below: • Goal Category 5: Board and Member Reciprocal Communication <ul style="list-style-type: none"> ○ More Board to owner communication <ul style="list-style-type: none"> ▪ <i>Maintain board bulletin board (photos, news, minutes, bios, recruitment)</i> ▪ <i>Use quarterly newsletter</i> ▪ <i>Use social media</i> ▪ <i>Use bluff.coop board page</i> ▪ <i>Build face-to-face meet-n-greet options</i> ○ Update bylaws, review bylaws <ul style="list-style-type: none"> ▪ <i>Review and update as needed in 2019</i> ○ Successful roll out of new store <ul style="list-style-type: none"> ▪ <i>Celebrate completion</i> ▪ <i>Thank owners, investors, partners</i> ▪ <i>Talk it up in the community (using space, shopping, visiting)</i> ▪ <i>Letter to the Editor</i> ○ Communication for investment payback <ul style="list-style-type: none"> ▪ <i>Develop payback plan</i> ▪ <i>Write letter to investors</i> ▪ <i>Write article for newsletter</i> ▪ <i>Post letter to expansion webpage</i> ○ Owner to Board communication <ul style="list-style-type: none"> ▪ <i>Add comment box to board bulletin board</i> ▪ <i>Submit questions for biannual survey</i> ▪ <i>In-person events</i> ▪ <i>Comment section on board's webpage</i> ▪ <i>AMM survey</i> • Goal Category 7: Visioning - Board <ul style="list-style-type: none"> ○ Vision for after expansion - beyond 2018 <ul style="list-style-type: none"> ▪ <i>Create a list of long-term wants (elevator, liquor store, basement remodel, online shopping)</i> ○ Identify future threats <ul style="list-style-type: none"> ▪ <i>Regularly review SWOT analysis</i> ○ Update bylaws and review bylaws <ul style="list-style-type: none"> ▪ <i>See above</i> ○ Maintain financial monitoring <ul style="list-style-type: none"> ▪ <i>Continue monitoring process, including board education</i> ○ BCC role in Community building <ul style="list-style-type: none"> ▪ <i>Identify partners</i> 			
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	<ul style="list-style-type: none"> ▪ <i>Foster partnerships</i> ▪ <i>Board representation at local events</i> ▪ <i>ID community needs</i> • Goal Category 8: General Manager <ul style="list-style-type: none"> ○ Maintain relationship with GM <ul style="list-style-type: none"> ▪ <i>Thank you</i> ▪ <i>Continue safe strategic conversations</i> ▪ <i>Continue regular monitoring reports</i> 			
	<ul style="list-style-type: none"> • Before the meeting ended, Deb stated that she was interested in serving on the board until the end of this year. 			
Meeting Adjourned	<ul style="list-style-type: none"> • Meeting adjourned at 8:05PM 			
Closed Meeting	<ul style="list-style-type: none"> ▪ Closed meeting took place at this time. 			

TASK	RESPONSIBLE PARTY
<ul style="list-style-type: none"> ▪ Stop in and see the new store n Friday! 	All board members
<ul style="list-style-type: none"> • Dawn will ask Ann to get a more complete copy of B7 to the board since the one in the board packets was cut off. 	Dawn
<ul style="list-style-type: none"> • Add to August agenda: Look at whether we want to approve member cancellations, possibly through consent agenda. 	Ann
<ul style="list-style-type: none"> • Confirm dates/times/locations for meet and greet and notify Melissa if Facebook advertising is desired. 	Board Development Committee
<ul style="list-style-type: none"> • Add template for hosting Catholic Worker meal to Social Equity Committee folder and send link to board. 	Johanna
<ul style="list-style-type: none"> • Notify John if you are interested in hosting the Catholic Worker meal in August. 	All Board Members
<ul style="list-style-type: none"> • Email Ann with your suggestions for who should be in what officer position. 	All Board Members
<ul style="list-style-type: none"> • During the phone call with Joel this week ask about the roles of officers and how to farm out the work of the president so that it's an easier role to step into (e.g. have two co-presidents or beef up the role of vice president to take on some of the president's duties). 	Mary