

Bluff Country Co-op Board Meeting Minutes

Monday, April 13, 2020

6pm – 8pm

Virtual meeting via Zoom

Attendees: Dawn Schreiber, General Manager; Melissa Gordon, Administrative Assistant

Board Members Present: Jenn Baechle, Terri Hansen, Eileen Hanson, Donna Kamann, Ann Lichliter, Aurea Osgood, Kay Pedretti, Ayesha Tarrannum

TOPIC	DESCRIPTION	ACTION/OUTCOME		
		Yay	Nay	Abstain
March Task Review	<ul style="list-style-type: none"> • Some tasks carried over. See below. 			
Review March Minutes	<ul style="list-style-type: none"> • No discussion. • Kay motioned to approve the March minutes. Jenn seconded. 	8	0	0
Strategic Work	<ul style="list-style-type: none"> • Policy Register Review, C5-C8 <ul style="list-style-type: none"> ○ C5: No discussion. ○ C6: Jenn will rewrite the VP position and send it to the board to vote upon. ○ C7: The Board is excited about the potential of the rejuvenated committees. ○ C8: It was suggested that we identify the skill set of all directors so we can utilize directors to their fullest potential. The Board Development Committee also referenced the new board training packet as a way to minimize the learning curve. ○ Donna motioned to approve the changes to the VP role. Kay seconded. ○ Melissa will ensure the policy register on the website and on Drive match. • Loan Payback Request <ul style="list-style-type: none"> ○ Topic will be addressed during Finance Committee discussion. • Appreciation for Staff <ul style="list-style-type: none"> ○ The board asked how they can show their appreciation to the staff. Dawn said baked goods are welcome. The note from Eileen was great. Taking phone order shifts 			

	<p>is a tremendous help.</p> <ul style="list-style-type: none"> ○ Aurea will update the sign-up sheet for picking orders. ● <i>Grocery Story</i>, chapters 5 & 6 <ul style="list-style-type: none"> ○ The fact that regional co-ops are mentioned makes the information less abstract. ○ Co-ops bring people together. 			
Committee Updates	<ul style="list-style-type: none"> ● Community Leadership Task Force <ul style="list-style-type: none"> ○ Watch for a survey from the Task Force asking what organizations you are currently involved in. ○ Outreach Coordinator has been invited to May 11 meeting to find out how the co-op is already involved in the community. ● Social Equity <ul style="list-style-type: none"> ○ Did not meet. ● Board Development <ul style="list-style-type: none"> ○ Created job posting for open director position. ○ Created a skills survey for the directors. ● Communications <ul style="list-style-type: none"> ○ Did not meet. ● Finance Committee <ul style="list-style-type: none"> ○ Drafted a letter and survey for preferred shareholders to let them know that no-call period will end soon and we want their feedback on what they'd like to do with their shares. <ul style="list-style-type: none"> ▪ Goal is to send this in May. ▪ Board members should review letter and provide feedback to committee. ▪ Aurea's feedback: Personalize the letter with number of shares and which series they are from. ▪ Other feedback: Clarify that this is just a survey to gauge opinion; more communication with official decisions will follow. ○ Ann will respond to the latest shareholder who reached out. ○ Dawn will add a column to the shareholder spreadsheet to note the three shareholders who have already reached out to us with their requests to sell their shares back. This column will be updated with survey responses as well as other shareholder comments or requests. ● Donna provided a review of next year's budget, as well as the board's spending of this year's budget. The board expects to 			

	<ul style="list-style-type: none"> underspend this year. <ul style="list-style-type: none"> ○ Donna will put the budget in the May folder to vote on in May. ● Board Development will keep an eye on CCMA conference. It may be moving online, which means it would be more affordable to attend. ● Hazard pay is being given on a pay period by pay period basis. ● The Board will meet in a closed meeting immediately after this meeting to discuss staff compensation. 			
B4	<ul style="list-style-type: none"> ● Moved to May agenda. 			
Store Update	<ul style="list-style-type: none"> ● No discussion. ● Jenn motioned to approve the GM Update. Donna seconded. 	8	0	0

TASKS	RESPONSIBLE PARTY
<ul style="list-style-type: none"> ● Carried over from March <ul style="list-style-type: none"> ○ Melissa will put it on FaceBook and update the “Interested in Joining the Board?” page on our site. ○ Melissa will make grammatical changes to Visitor Policy and update on website and Drive. ○ Melissa will update the annual calendar. ○ Each board member will email Melissa one thing they learned or found interesting in the book. Melissa will use them to run a social media campaign on how cooperatives are different. ○ The livable wage model we use increased livable wage by \$4/hour. Dawn will look into this to see if there was an error in our calculations. 	Melissa
<ul style="list-style-type: none"> ● Jenn will rewrite the VP position and send it to the board to vote upon. 	Jenn
<ul style="list-style-type: none"> ● Melissa will ensure the policy register on the website and on Drive match. 	Melissa
<ul style="list-style-type: none"> ● Aurea will update the sign-up sheet for picking orders. Board members should review and sign up. 	Aurea; Board Members
<ul style="list-style-type: none"> ● Preferred Shares <ul style="list-style-type: none"> ○ Board members should review letter drafted by Finance Committee and provide feedback to committee. ○ Finance Committee should consider Aurea’s feedback to personalize the letter with number of shares and which series they are from. ○ Ann will respond to most recent shareholder who reached out. ○ Dawn will add a column to shareholder spreadsheet to note the three shareholders who have already reached out to us with their requests to sell shares back. This column will be updated with survey responses as well as other shareholder comments or requests. 	All Board Members

<ul style="list-style-type: none">• Board Budget<ul style="list-style-type: none">○ Donna will put the budget in the May folder to vote on in May.○ Ann will add this to May agenda.	Donna; Ann
<ul style="list-style-type: none">• Board Development will keep an eye on CCMA conference and notify board if it is moved online.	Board Development Committee