

Bluff Country Co-op Board Meeting Minutes

Monday, March 9, 2020

6pm – 8pm

Bluff Country Co-op Community Room

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

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

TOPIC	DESCRIPTION	ACTION/OUTCOME		
		Yay	Nay	Abstain
February Task Review	<ul style="list-style-type: none"> • All tasks completed. 			
Review February Minutes	<ul style="list-style-type: none"> • The following changes should be made to the February minutes: <ul style="list-style-type: none"> ○ Specify the board compensation increase. ○ Change Community Fund from a sub-committee to an advisory council. ○ Add to AMM: The committee decided none of the owner comments needed follow up. ○ Add the Community Leadership task force. • Donna motioned to approve the February minutes with the changes. Kay seconded. 	7	0	1
Addition to Agenda	<ul style="list-style-type: none"> • Jenn motioned to add to the agenda a discussion about the board vacancy. Eileen seconded. 	8	0	0
Strategic Work	<ul style="list-style-type: none"> • Board vacancy <ul style="list-style-type: none"> ○ We will advertise our open board position. ○ Board Development will draft a job description, noting that this post ends at the end of 2020. ○ Jenn will add the job description to the board bulletin board and Melissa will put it on FaceBook. Melissa will also update the “Interested in Joining the Board?” page on our site. ○ Owner Ian Nicholson has expressed interest in becoming more involved. After we advertise, we can also reach out to him to let him know of the vacancy. ○ Interested owners should talk to a director, so we can 			

	<p>make it clear that this is a one-year position, and sit in on a meeting.</p> <ul style="list-style-type: none"> • Financial Review <ul style="list-style-type: none"> ○ The Co-op has an annual financial review conducted by Wagner. ○ Wagner has been doing our taxes for 4-5 years. They have been conducting our annual financial review for two years. ○ The board will keep this on their annual calendar, and in the future consider the possibility of hiring a different firm every five years to get a different perspective. For example, Retail Financial Services could do our taxes, and Wagner could do our financial review. • Visitor’s Policy <ul style="list-style-type: none"> ○ Jenn motioned to approve the Visitor’s Policy with a few minor grammatical changes. Donna seconded. • Policy Register C-C4 <ul style="list-style-type: none"> ○ Planning: We have a monthly agenda, which is informed by our annual calendar. We also have multi-year strategic goals. Melissa and Ann will update the annual calendar. ○ Board Development will add to their education list: Review the Four Pillars of Cooperative Governance and the Ten Policy Governance Principles. Board Development will also create an education topic around the question: What would it look like for us to have a healthy, successful democracy? ○ Eileen motioned to approve policies. Donna seconded. 	8	0	0
READING CH 4 & Interlude	<ul style="list-style-type: none"> • Each board member will email Melissa one thing she learned or found interesting in the book. Melissa will use these to run a social media campaign on how cooperatives are different. 			
Committee Updates	<ul style="list-style-type: none"> • Community Leadership Task force <ul style="list-style-type: none"> ○ Generated names of people and organizations to talk to in the community. • Social Equity <ul style="list-style-type: none"> ○ Heather Miller (Early Childhood and Family Education) joined the committee. ○ Reviewed charter. ○ Identified organizations to reach out to. • Board Development <ul style="list-style-type: none"> ○ Meeting next week. Outlined plans in 2020 3-Year Strategic Goals sheet. 			

	<ul style="list-style-type: none"> • Communications <ul style="list-style-type: none"> ○ Drafted charter and goals. ○ Next meeting with draft a script for what to say to new owners during welcome phone call. • Finance Committee <ul style="list-style-type: none"> ○ Created charter. • Committee Budgets <ul style="list-style-type: none"> ○ Outreach, \$2650. ○ Social Equity, \$300 ○ Board Development will get their budget to Donna by next week. • Melissa will add a sheet to the 2020 3-Year Strategic Goals sheet labeled Area Partners. All committees should record organizations they've reached out to on this sheet to prevent multiple people from BCC contacting the same person. 			
B6	<ul style="list-style-type: none"> • 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. • Donna motioned to approve the B6 Report. Kay seconded. 	8	0	0
Store Update	<ul style="list-style-type: none"> • Operations Manager gave her notice. • Kay motioned to approve the GM Update. Terri seconded. 	8	0	0

TASKS	RESPONSIBLE PARTY
<ul style="list-style-type: none"> • Update February minutes. 	Melissa
<ul style="list-style-type: none"> • Board Development Committee will draft a job description for open board seat, noting that the post ends at the end of 2020. • Jenn will add the job description to the board bulletin board. • Melissa will put it on FaceBook and update the "Interested in Joining the Board?" page on our site. 	Board Development Committee, Jenn, Melissa
<ul style="list-style-type: none"> • Keep annual reminder for financial review on annual calendar. Add a note to consider the possibility of hiring a different firm to conduct the review every five years. (For example, Retail Financial Services could do our taxes, and Wagner could to our financial review.) 	Ann
<ul style="list-style-type: none"> • Make grammatical changes to Visitor Policy and update on website and Drive. 	Melissa
<ul style="list-style-type: none"> • Update the annual calendar. 	Melissa, Ann
<ul style="list-style-type: none"> • Board Development will add to their education list: <ul style="list-style-type: none"> ○ Review the Four Pillars of Cooperative Governance and the Ten Policy Governance Principles. ○ Create an education topic around the question: What would it look like for us to have a healthy, successful democracy? 	Board Development Committee

<ul style="list-style-type: none"> 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. 	All Board Members, Melissa
<ul style="list-style-type: none"> Board Development will get their budget to Donna by next week. 	Board Development Committee
<ul style="list-style-type: none"> Melissa will add a sheet to the 2020 3-Year Strategic Goals sheet labeled Area Partners. All committees should record organizations they've reached out to on this sheet to prevent multiple people from BCC contacting the same person. 	Melissa, Committee Chairs
<ul style="list-style-type: none"> 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. 	Dawn