

## Bluff Country Co-op Board Meeting Minutes

Monday, April 12, 2021

6pm – 8pm

Virtual meeting via Zoom

Attendees: Dawn Schreiber, General Manager; Alexa Shapiro, Administrative Assistant,

Board Members Present: Jenn Baechle, Aurea Osgood, Ian Nicholson, Kay Pedretti, Heather Lorenz, Laura Johnson, Josh Datta, Ann Lichliter, Alex Sharp

TOPIC	DESCRIPTION	ACTION/OUTCOME		
-------	-------------	----------------	--	--

		Yay	Nay	Abstain
Owner Member Forum	<ul style="list-style-type: none"> <li>● No discussion was had.</li> </ul>			
March Task Review	<ul style="list-style-type: none"> <li>● Some tasks were carried over.</li> </ul>			
Review March Minutes	<ul style="list-style-type: none"> <li>● <b>Laura</b> motioned to approve the minutes. <b>Kay</b> seconded.</li> </ul>	9	0	0
Committee Updates	<ul style="list-style-type: none"> <li>● Board Development                             <ul style="list-style-type: none"> <li>○ Provided an update on committee charters with a focus on education and document retention. Discussed check-ins and results from spring retreat, which both highlighted board diversity, education of board members, onboarding and retention.</li> </ul> </li> <li>● Finance                             <ul style="list-style-type: none"> <li>○ Did not meet in March but plans to meet in April to review the quarterly finances. Provided a sentence on the purpose of the committee, which is to provide oversight of financials.</li> </ul> </li> <li>● GM Search                             <ul style="list-style-type: none"> <li>○ The committee is continuing to meet and work towards hiring a new GM. It's a lengthy process due to the lack of an application deadline.</li> </ul> </li> <li>● Owner Outreach                             <ul style="list-style-type: none"> <li>○ Reviewed charter, which discussed supporting the Owner Services Manager/general owner services, as well as communication to owners.</li> </ul> </li> <li>● Food Equity</li> </ul>			

	<ul style="list-style-type: none"> <li>○ Shared committee charter, which pulls from principle 7 of the co-op and addresses working on food equity/accessibility in the community. Discussed whether the Owner Outreach Committee should take over the owner scholarship project. The board agreed to move this to the Owner Outreach Committee.</li> </ul>			
Strategic Work	<ul style="list-style-type: none"> <li>● Policy Register Review C1-C8 <ul style="list-style-type: none"> <li>○ C1: Leading Strategically - It's a little wordy and could be revised (maybe a future task). Discussed working on point three about long-term visions (adding in the four sights as a method to do so). Consider revisiting post-Covid when there's more certainty. Idea shared about a Strategic Planning spreadsheet to better track long-term visions.</li> <li>○ C2: Govern Successfully - Discussed point 5b about redefining what a "robust" recruitment process entails. Engagement of ownership has been difficult throughout 2020 but more effort is needed to re-engage ownership.</li> <li>○ C3: Strategic Multi-Year Plan - Potential to employ new strategies like Gantt Charts or social media platforms like Trello or Microsoft Teams in order to stay organized.</li> <li>○ C4: Board Meetings - Closed meetings need the topics posted. The board and GM discussed the use of closed meetings, and the board was encouraged to rethink the need for closed meetings and what democracy means to the group.</li> <li>○ C5: Code of Conduct - Update the need for confidentiality around closed meetings. Also discussed adding "Statement of Agreement" to this policy as a required form to sign.</li> <li>○ C6: Officer's Role - Add that the Treasurer must sit on the Finance Committee.</li> <li>○ C7: Board Committee Principles - No</li> </ul> </li> </ul>			

	<p>discussion had.</p> <ul style="list-style-type: none"> <li>○ C8: Governance Investment - Discussed better utilizing the Admin Assistant to keep the board organized.</li> </ul>			
B4: Owner Rights and Responsibilities	<ul style="list-style-type: none"> <li>● Owner Rights and Responsibilities <ul style="list-style-type: none"> <li>○ Lost some ground in participation but improved owner sign ups with increased equity this year. Discussed how 43% of our ownership pay in installments, so this may be an area for improvement in the future.</li> <li>○ <b>Aurea</b> motioned to approve B4. <b>Jenn</b> seconded.</li> </ul> </li> </ul>	9	0	0
GM Update	<ul style="list-style-type: none"> <li>● GM Update <ul style="list-style-type: none"> <li>○ Took a look at Energy Wind credits at Excel, and it wasn't a significant cost improvement, so Dawn changed to 100% wind energy which totals to one additional energy bill a year. No additional discussion was had.</li> <li>○ <b>Aurea</b> motions to approve the GM update, pending an edit to the new owner list that shows two incorrect names. <b>Ian</b> seconded.</li> </ul> </li> </ul>	9	0	0

Tasks	Responsible Party
<ul style="list-style-type: none"> <li>● Provide a sentence or two about your committee to Dawn for the website updates (carried over)</li> <li>● Check with Krissy about responses from people about why their equity hasn't been paid in full</li> <li>● If anyone has an idea on how the owner scholarship project should be handled, reach out to Ian</li> <li>● Work towards updating C1-C8 Policy Register based on the discussion from April's board meeting</li> <li>● Contact Leslie about a strategic planning meeting and to share the report from March and send a doodle poll to the group that includes a note about comfort on meeting in person (either indoors or outside)</li> </ul>	<p>Ann, Aurea</p> <p>Dawn</p> <p>All</p> <p>Board Development Committee</p> <p>Kay</p>