

## Bluff Country Co-op Board Meeting Minutes

Monday Mar 14, 2022

6pm – 8pm

Community Room

Attendees: Krissy Rowland, General Manager; Alexa Shapiro, Administrative Assistant

Board Members Present: Jenn Baechle, Aurea Osgood, Kay Pedretti, Josh Datta, Marie Perry, Brenna Curry, Laura Johnson, Ann Lichliter, Jennifer Sanborn

TOPIC	DESCRIPTION	ACTION/OUTCOME		
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		Yay	Nay	Abstain
Owner Member Forum	<ul style="list-style-type: none"> <li>No discussion was had.</li> </ul>			
February Task Review	<ul style="list-style-type: none"> <li>No tasks were carried over.</li> </ul>			
Review February Minutes	<ul style="list-style-type: none"> <li><b>Jennifer</b> motioned to approve the minutes. <b>Laura</b> seconded.</li> </ul>	8	0	1
Committee Updates	<ul style="list-style-type: none"> <li><b>Finance:</b> No updates were provided.</li> <li><b>Owner Outreach:</b> The committee is continuing to work on the 50th anniversary party. They discussed potential budgeting needs. The in-store board was updated for the month. They were able to get free seeds from Prairie Moon to give away on the in-store board. The mural has had a lot of inquiries but only one submission. The committee is hoping more submissions will come as we approach the deadline of March 25.</li> <li><b>Food Equity:</b> The committee is waiting to see if their waiver is approved to move forward on DUFb. If approved, the SHIP grant funding will be approved. The committee was curious if a customer could specify to have a round up to go to the Community Fund or DUFb. It may be possible but needs to be figured out with CoPos. The committee followed up about the produce grab bags, which haven't been in store for a while. The program was being facilitated by the Produce Manager, which had some turn over recently. Krissy will talk with the produce team about bringing these back. They also followed up about the food access coupons. Krissy stated that use of the coupons have been low, less than ten since implementation in the summer of 2021.</li> <li><b>Board Development Committee:</b> Reviewed and finalized the 2022 charter, reviewed the training schedule and decided to have a Trello training in April. The committee also decided to do a policy review monthly moving forward to ensure board compliance with the policy review. They also reviewed the board calendar and the board matrix. The matrix was to ensure a wide range of representation on the BOD. The committee is also thinking about how to fill the last alternative position.</li> </ul>			

<p>Review B1: Financial Condition, B6: Staff Treatment</p>	<ul style="list-style-type: none"> <li>● <b>Updated B1 Financial Condition:</b> The problem that was fixed was with inventory. There's an additional issue with inventory from last quarter. The wrong items were counted and created an inaccurate count that cannot be remedied. This brought up issues with the existing inventory system, which has now been remedied. Krissy is meeting with the SMIF representatives to have the loan re-rolled over to next year. The board discussed other impacts on sales, including the presence of Aldi's in the community, the impact of the pandemic including inflation. Food costs have increased, which has skewed margins which are still in process of being adjusted. <ul style="list-style-type: none"> <li>○ <b>Jenn</b> motioned to approve the updated B1 report. <b>Josh</b> seconded.</li> </ul> </li> <li>● <b>B6 - Staff Treatment:</b> NCG is working on updating reporting systems for B6 because turnover has been high, and the information on how to report this has been lost in the process. The turnover rate at the BCC is higher than previous years, which aligns with industry changes throughout the pandemic. The average wage went down slightly due to turnover as well and having newer employees beginning at starting wage levels. Many of the newer staff didn't reach their 90 days and didn't communicate that they weren't coming back, so tracking turnover was difficult. There is some turnover coming up due to college students graduating and moving elsewhere, or staff leaving to work in industries that fit their field of study. There's a new HR coordinator. The employee handbook will be updated in 2023. Krissy reached out to the board about masking because of guideline changes. Krissy plans to drop staff mask mandates tomorrow (3/15/2022). Moving forward, the co-op will follow the Covid by County data from the CDC and implement mandates if our county is listed as "high". We're currently listed as "medium" <ul style="list-style-type: none"> <li>○ <b>Aurea</b> motioned to approve the B6 report. <b>Laura</b> seconded.</li> </ul> </li> </ul>	<p>9</p> <p>9</p>	<p>0</p> <p>0</p>	<p>0</p> <p>0</p>
<p>GM Update</p>	<ul style="list-style-type: none"> <li>● <b>GM Update:</b> <ul style="list-style-type: none"> <li>○ <b>Laura</b> motioned to approve the GM update. <b>Aurea</b> seconded.</li> </ul> </li> </ul>	<p>9</p>	<p>0</p>	<p>0</p>

Tasks	Responsible Party
<ul style="list-style-type: none"> <li>● Provide a budget proposal to the Finance Committee by April for the 50th Anniversary Celebration and AOM (carried over)</li> </ul>	<p>Owner Outreach Committee</p>
<ul style="list-style-type: none"> <li>● Each committee should review their charter in the next month and make updates as needed</li> </ul>	<p>All Committees</p>
<ul style="list-style-type: none"> <li>● Each committee should make a budget for FYE 23 and have it available by the April board meeting</li> </ul>	<p>All Committees</p>
<ul style="list-style-type: none"> <li>● Review the training information under "resources" on Trello and write down any questions you have about Trello before April's board meeting</li> </ul>	<p>Everyone</p>
<ul style="list-style-type: none"> <li>● Ask Ken about the possibility of having a customer's round ups go to the Community Fund or DUFB</li> </ul>	<p>Krissy</p>
<ul style="list-style-type: none"> <li>● Talk with Alex and Maicy about the produce grab bags</li> </ul>	<p>Krissy</p>