

**Bluff Country Co-op Board Meeting Minutes**  
Monday, February 13, 2023  
6pm – 8pm  
Community Room

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

Board Members Present: Jennifer Sanborn; Pingping Zhang; Jenn Baechle; Kay Pedretti; Josh Datta; Ann Prochowicz; Aaron Perleberg; Lisa Lorisch

Board Members Absent: Brenna Curry

TOPIC	DESCRIPTION	ACTION/OUTCOME		
		Yay	Nay	Abstain
Owner Member Forum	<ul style="list-style-type: none"> <li>No discussion was had.</li> </ul>			
January Task Review	<ul style="list-style-type: none"> <li>No tasks were carried over.</li> </ul>			
Review January Minutes	<ul style="list-style-type: none"> <li><b>Josh</b> motioned to approve the minutes. <b>Jenn</b> seconded.</li> </ul>	8	0	0
Committee Updates	<ul style="list-style-type: none"> <li><b>Finance:</b> Discussed plans for the tax credits. Two owners reached out regarding C-Share redemption. If anyone asks, send them to Krissy or Brenna for answers. Jennifer is creating a draft template to use as a generic response to C-Share inquiries. The committee is recommending a C-Share buyback of \$7,500 to clear the \$10K share. Once this is paid, the committee is recommending they not make any other C-Sare buybacks for this fiscal year. <ul style="list-style-type: none"> <li><b>Josh</b> motioned to approve the buyback of C-Shares. <b>Jennifer</b> seconded.</li> </ul> </li> </ul>	8	0	0
	<ul style="list-style-type: none"> <li><b>Owner Outreach:</b> Owner Outreach is meeting on Friday for the first time. No updates today.</li> <li><b>Food Access:</b> Reviewed the charter. They discussed their roles for DUFB and their goals for the year. They're discussing fundraising and grant writing plans to sustain the program once the SHIP and RoundUp funding runs out. Krissy is updating/testing CoPos tonight after the board meeting for the program. She believes DUFB will be ready to launch by March 1. The waiver will need to be renewed annually. The Food Access Committee will do this.</li> <li><b>Board Development Committee:</b> The board will receive an email soon with the retreat information, which is this upcoming Sunday.</li> </ul>			

<p>B1: Financial Condition</p>	<ul style="list-style-type: none"> <li> <p><b>B1: Financial Condition:</b> There are a few things on the financials back from RFS that look incorrect. Krissy is going to dig into this soon. There was positive sales growth last quarter. Net income was 33% due to the ERC money. Krissy is working on how to interpret a by-law regulation that may impact the ERC money. Inventory was taken on a different date per department due to the holidays, which impacted data. There will be a second owner appreciation week in April, and a round up for the community fund in March. There is one owner loan for \$2,000 due in November of this year that Krissy would like to repay. Working on training co-op deli staff so they can get back to focusing on making food. There's also more BOGO deals, which have been supporting sales growth also. The Food Access Committee has some projects they would like to implement that may support awareness of these BOGO sales/promotions. Krissy is putting a pause on the radio ads due to low inventory in the deli. The deli is having some issues with their inventory software, which wasn't updated recently with current pricing. They're looking into other programs, but are working on fixing the current software at the moment in the meantime.</p> <ul style="list-style-type: none"> <li> <p><b>Josh</b> motions to approve B1, with updates to margins and sales growth provided in March. <b>Jennifer</b> seconds.</p> </li> </ul> </li> </ul>	<p>8</p>	<p>0</p>	<p>0</p>
<p>Ends Interpretation</p>	<ul style="list-style-type: none"> <li> <p>The co-op liveable wage went up. There were no patronages, but there was a 2% C-Share redemption. Fluctuating market issues, staffing retention, and inflation impacted the sales growth. There were \$2,200+ donated to local organizations in 2022, and about 4,000 lbs of food to the food shelf. Hosted more events and programs, and met quorum during the 2022 Annual Owners Meeting. There was a huge jump in local sales last year. Co-op Basics is going to be changing and shifting over to the core sets program. Field Day and Wild Harvest brands will continue to be available under Co-op Basics. There's an ongoing increase in SNAP sales that continues. The co-op hasn't extended a lot of effort into programming or classes due to low engagement by the community. The co-op will be hosting Earth Day in 2023 again on April 22. There was an increase in traffic, but basket counts were lower. This matches industry trends across co-ops.</p> <ul style="list-style-type: none"> <li> <p><b>Jenn</b> motioned to approve the Ends Interpretation with the correction to the fiscal year net income graph. <b>Jennifer</b> seconded.</p> </li> </ul> </li> </ul>	<p>8</p>	<p>0</p>	<p>0</p>

GM Update	<ul style="list-style-type: none"> <li>● <b>GM Update:</b> EBT sales are hovering around 3% of monthly sales. We had a lot of new staff, and have three staff members from the deli on long term leave. The annual food inspection is in February for the deli. The team is working on promotions and marketing for upcoming sales, appreciation weeks, and events. We are utilizing a new promotional sale from NCG, and departments will be tracking whether these support sales growth in their departments to determine if we should continue with providing these sales. ERC check was deposited in January. Home Federal Savings Bank suggested we do not do a capital campaign, and move the ERC money into a different account that will accumulate interest for the store. The bank also recommended paying down on debts, and circle back at the end of the year to determine future moves. Some 1099's were sent out incorrectly. This has been corrected and resent. If any board members get calls about incorrect 1099s, direct them to Krissy. Krissy will be speaking to WSU's School of Business later this month. NCG did a produce engagement program with that department and made recommendations of changes that should be made. One of the changes, for new shelving to replace existing broken shelves, will be about \$4,700. Krissy is asking for approval to make this purchase. Krissy is also going to invest in more small carts and potentially a motorized cart. <ul style="list-style-type: none"> <li>○ <b>Jennifer</b> motioned to approve the GM update and purchase of produce shelves. <b>Kay</b> seconded.</li> </ul> </li> </ul>	8	0	0
-----------	--	---	---	---

Tasks	Responsible Party
<ul style="list-style-type: none"> <li>● Update the ends interpretation fiscal year net income graph with the accurate numbers</li> <li>● Get a few more quotes for produce shelves</li> <li>● Investigate motorized shopping cart liabilities and feasibility of having one in store</li> </ul>	<p style="text-align: center;">Krissy</p> <p style="text-align: center;">Krissy</p> <p style="text-align: center;">Krissy</p>