

## Bluff Country Co-op Board Meeting Minutes

Monday, March 13, 2023

6pm – 8pm

Community Room

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

Board Members Present: Jennifer Sanborn; Jenn Baechle; Kay Pedretti; Josh Datta; Ann Prochowicz; Aaron Perleberg; Lisa Lorisich; Brenna Curry

Board Members Absent: Pingping Zhang

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>Kay</b> seconded.</li> </ul>	8	0	0
Committee Updates	<ul style="list-style-type: none"> <li><b>Finance:</b> Krissy confirmed that the \$7500 C share redemption was sent. They discussed the metrics they want to use for C share redemption moving forward, and what benchmarks they want to focus on reaching. It was decided that the fiscal year reports will show both pre and post tax payments. This graph is in the end report. Hoping to have all of this complete before the next B1 report. All budgets are due to Brenna by the April board meeting. There was a discussion about updating the committees about their actuals versus forecasted budgets at the end of each fiscal year. Krissy will begin providing these numbers to the committees annually.</li> <li><b>Owner Outreach:</b> Met in February and revised the charter. Talked about goals for 2023. They will be taking over thank you cards for new owners from the front end. They'll reach out to owners to gather feedback for the AOM to help determine how to shift the event to increase engagement.</li> <li><b>Food Access:</b> Revamped the owner letter for fundraising to support DUFB. Businesses will be the next target for fundraising. In 2022, the total sales in produce via EBT was 56K. This was an increase from previous years. The committee is revisiting the recipe video idea. They're committing to doing this on a quarterly basis and will be working with Heather Kitching to iron out the details. They may also work alongside local university free pantry projects to see if they can support in any way. CoPos is still running into issues. Krissy is working to resolve this so we can launch DUFB.</li> </ul>			

	<ul style="list-style-type: none"> <li>● <b>Board Development Committee:</b> Looked at updating policies for the board. Discussed the budget for the committee, but are looking for last year’s budget before determining.</li> </ul>			
Policy Register C-C4 & Board Compensation	<ul style="list-style-type: none"> <li>● <b>Policy Register Review - C-C4:</b> <ul style="list-style-type: none"> <li>○ <b>Jennifer</b> motioned to keep policy C-C4 as written with no adjustments for 2023. <b>Kay</b> seconded.</li> </ul> </li> <li>● <b>Board Compensation:</b> A discussion was had about keeping board compensation commensurable with the starting wage for employees. This would be a \$5 increase for each level. This would be an extra \$540/year. <ul style="list-style-type: none"> <li>○ <b>Brenna</b> motioned to increase board compensation by \$5 per level, starting in FYE24. <b>Jenn</b> seconded.</li> </ul> </li> </ul>	8	0	0
B4: Ownership	<ul style="list-style-type: none"> <li>● <b>B4: Ownership:</b> Increased owner letters for the AOM to bring in more members to meet quorum. They are missing information about how many people were present, but the board will increase their efforts to do this in 2023. There were less owner refunds this year. There are some ownership issues in CoPos that Krissy is fixing - particularly around payment plans. It will take time to fully update. <ul style="list-style-type: none"> <li>○ <b>Kay</b> motions to approve B4. <b>Jenn</b> seconds.</li> </ul> </li> </ul>	8	0	0
GM Update	<ul style="list-style-type: none"> <li>● <b>GM Update:</b> PEBT ended March 1, so this may influence numbers for DUFB. The food inspection happened and we passed, but there were a few violations that required corrective action plans. Krissy submitted these already. The co-op went to Frozen River Film Festival again this year and almost met the number of sales from 2022 in just one day. Krissy also attended a business panel at Winona State. Melia hosted another customer service training with a batch of new employees. Sales growth has been up 1.43% from 2022. The co-op donated to a few different locations in February. Margin data has been updated, but it comes from CoPos so Krissy wanted to note that it’s not reviewed by an accountant or financial professional. The margins for some departments are over where they should be due to invoice due dates leading to invoices included in the next month. <ul style="list-style-type: none"> <li>○ <b>Jenn</b> motioned to approve the GM update. <b>Kay</b> seconded.</li> </ul> </li> </ul>	8	0	0

Tasks	Responsible Party
<ul style="list-style-type: none"> <li>● Send the committee’s their board budgets from FYE 2023</li> <li>● Submit your committee budgets to Brenna</li> <li>● If you have feedback about the owner letter for DUFB fundraising, please let Jenn know</li> <li>● Add in the margin updates to the GM report</li> </ul>	<p>Brenna Jenn, Kay Everyone</p> <p>Krissy</p>