

## Bluff Country Co-op Board Meeting Minutes

Monday, June 15, 2026

6pm – 8pm

Community Room

Attendees: Heather Kitching, General Manager; Amaya Urbina, Administrative Assistant

Board Members Present: Vanessa Perry (Virtual); Christopher Phan; Jennifer Monsos; Violet Yoon; Niki Ciulla; Adam Muschler; Sarah Burros; Krishna Roka

Board Members Absent:

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

|                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Yay | Nay | Abstain |
|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-----|---------|
| Owner Member Forum | <ul style="list-style-type: none"><li>No discussion was had.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |     |     |         |
| May Task Review    | <ul style="list-style-type: none"><li>Chris will write owner email fundraising.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |     |     |         |
| Review May Minutes | <ul style="list-style-type: none"><li><b>Jennifer</b> motioned to approve the minutes. <b>Violet</b> seconded.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 5   | 0   | 3       |
| Committee Updates  | <ul style="list-style-type: none"><li><b>Finance:</b> Discussed new software, “Fathom.” Jennifer is planning on meeting with person working with Heather for an overview of Fathom. Discussed C-share transfers from individuals to trusts. Jennifer will check in with Molly regarding C-share transfer. It was discovered that we were supposed to have paid off SMIF loan on May 1, 2022. That did not happen for reasons that are unknown. Jennifer suggested reaching out to them and paying it off.</li><li><b>Krishna</b> motioned to approve paying off SMIF loan. <b>Christopher</b> seconded.</li><li><b>Owner Outreach:</b> Volunteers needed for a welcome event in August at Winona State. Discussed theme for the Annual Owner Meeting. Questions regarding food budget and menu for the Annual Owner Meeting discussed. Will spotlight DUFb next month.</li><li><b>Food Access:</b> Fastenal has agreed to donate \$4,000 to the DUFb program. Discussed sponsorships for the DUFb program and what that would look like.</li><li><b>Board Development Committee:</b> Retreat agenda shared by</li></ul> | 8   | 0   | 0       |

|                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |   |   |   |
|---------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|---|
|                                       | Molly. Spoke about recruiting for board candidates as two seats will be opening.                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |   |   |   |
| B1: Financial Condition               | <ul style="list-style-type: none"> <li>● <b>B1: Financial Condition:</b> No NCG benchmark for revenue growth. Benchmark for sales growth not met during the current quarter. Discussed peer revenue being –1.44% and current growth is at 1.65%. Jennifer determined EBITDA was calculated incorrectly, Heather will put correct EBITDA on B1. Sales growth goal in kitchen met. Success with the taste of Winona and reduction in out of stocks on shelves.</li> <li>● <b>Jennifer</b> Motioned to approve B1, B2, and B3. <b>Chris</b> seconded.</li> </ul> | 8 | 0 | 0 |
| B2: Budgeting and Planning Report     | <ul style="list-style-type: none"> <li>● <b>B2: Budgeting and Planning Report:</b> Heather will be adding key ratios to B2 planning report. The first plan of fiscal year 2027 is to finish out previous plans such as POS system migration. Most goals have been achieved; others put on hold to focus on the POS system.</li> <li>● <b>Jennifer</b> Motioned to approve B1, B2, and B3. <b>Chris</b> seconded.</li> </ul>                                                                                                                                   | 8 | 0 | 0 |
| B3: Asset Protection Report           | <ul style="list-style-type: none"> <li>● <b>B3: Asset Protection Report:</b></li> <li>● <b>Jennifer</b> Motioned to approve B1, B2, and B3. <b>Chris</b> seconded.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                 | 8 | 0 | 0 |
| May GM Update                         | <ul style="list-style-type: none"> <li>● <b>GM Update:</b> DUFb usage has been high this month. Hopeful for rebound in all metrics during upcoming months. DUFb should be covered for the year; budgeting has been adjusted for future.</li> <li>● <b>Krishna</b> motioned to approve the GM update. <b>Sarah</b> seconded.</li> </ul>                                                                                                                                                                                                                        | 8 | 0 | 0 |
| Review, Decisions, Tasks, Assignments | <ul style="list-style-type: none"> <li>● Jennifer will check in with Molly about the C-share transfer. Chris will continue to work on DUFb sponsorship levels and displays. Everyone needs to complete reading prior to Saturday retreat. Heather will see about getting the SMIF loan paid off.</li> </ul>                                                                                                                                                                                                                                                   |   |   |   |

| TASKS | RESPONSIBLE PARTY |
|-------|-------------------|
| ●     |                   |