

Finland Cooperative Board Meeting February 7, 2019

Present: Kaare Melby, Michelle Duhant, Stacy Breden, Matt Morris, Honor Schauland, Andy Gomez. Absent: Sue Rian, Manager Mike Coyle. AM Karl Klinker comes in at 6:??pm. Also present: Deputy Ben Goutermont, and Kenny Albrecht

Meeting called to order at: 6:07pm.

Deputy Ben Goutermont gives an update on the investigation on the recent break in at the store. Discuss surveillance systems.

<Ben leaves>

Kenny talked to Manager and walked through the store to get an idea of surveillance needs. To cover whole store and square footage properly, would be at least 16 cameras. Different cables etc. Analog vs digital. 2k IP Security camera with 16 cameras and 16 channel NVR is \$1466.99. Just interior of store, not outside. No notifications but you can look at it on your phone. Has wireless capability. Need a hard drive - depending on size of hard drive, determines how much footage you can store. Need bigger hard drive the more cameras you get. Outdoor rated cameras, can be used inside as well. Separate system for outside - Analog DVR 6 camera outdoor system - around \$300 - on sale all the time. Ethernet is cheaper than CoAx. Most of these are rated for -25 max. Nest - very good for outdoors - more expensive - \$200 apiece. Range depends on the wireless signal. Uploads to the cloud, there's a monthly fee for that. No hard drive maintenance though. Good night vision, HD. Don't want more exterior light - messes up night vision cameras. Sensors that flip from night to daylight. Nest also makes little tabs that go on windows and electronic locks, notifications etc. Smart system. All wireless - no cable for people to see. Easier to do hidden cameras. Motion detection - with continuous feed systems you burn up a lot of energy for not a lot of action. Some of these systems have a built-in 5 second latency, so even if the motion sensor hasn't triggered, you still get the 5 seconds before the thing happens that trips it. Customizable settings, so you can choose the length of time it's on, or how touchy it is. Video screen isn't really worth having - it's a deterrent in a way, but it gives them more ideas of the systems capability. Fake cameras as well as real are a good idea. Kenny needs to know what coverage. Money, safe, doors, windows, hardware section, till area. Is it necessary to cover the whole floor? Board feels it is necessary. Also need cable - spool of cat6 ethernet, the connectors, and the hard drive.

Board wants an official written out bid from Kenny before moving forward.

Discuss outdoor system as a separate system. Less drilling through walls etc. Need power. Wireless is the best bet for exterior. Ethernet isn't designed for cold. Again, need to know where for coverage. Need to know how many number panels, etc. Three cameras will likely cover it - the 4 pack is \$586.

***Andy will work with Management and Kenny to finalize the coverage (inside and out) and storage needs so that Kenny can get a proposal written up ASAP. *Kenny will get proposal written up and will get it to the Board ASAP. Need to do the install before summer kicks in and Kenny is no longer available. Kenny's number - 218-220-9886.**

<Kenny leaves - 7:32pm>

Minutes: MSP Michelle, Matt to accept January meeting minutes.

Treasurer's report: Michelle sent Jenny Walewski her \$250 scholarship. We now have a balance of 666.16.

Manager's Report - questions were asked on Slack since Mike wasn't able to be present at this meeting.

1. Was letter sent out to overdue accounts Acct #25, Acct #64, Acct #51, and TGT (#?). To our and Karl's knowledge, letters were not sent. ***Board wants this to happen ASAP.**

2. Have weekly meetings been happening with Manager and Employees? Mike's answer: Meetings with staff wasn't a formality, but the break-in created a ton of teamwork and comradeship in my view. So, no. Board is disappointed and ***wants to see formal weekly meetings with management and staff.**

3. Board requested Manager give a report of how many hours were spent in the store, driving, and shopping. - Mike says - on my timesheet in the car. Not available for the meeting. ***Board would like to see that report ASAP.**

4. Were employees given specific areas/aisles as discussed at last meeting to assist with ordering/stocking? Mike's report: This is happening. Discussion on how this is happening. ***Board would like more information.**

5. Board requested a report on accrued vacation for all employees, since it would give us a snapshot of how that works. Mike's report: was sent via email from Cindy Larsen this week. Not available for the meeting. ***Board would like to see that report ASAP.**

6. Board requested a monthly report on what Manager is paid and how much vacation time is taken. Mike's report: I have not used any vacation and my weekly gross pay is \$1,153.84. If needed, the last weekly payroll packet is in the same drawer as paychecks in a file just behind. ***Board wants a report on each of the last 12 months breaking down pay and vacation time paid.**

7. What is the final report on the break-in? What was the value of items taken/damaged? Any other news? Was a quote for surveillance cameras gotten? Mike's report: I reported to the sheriff the cost of the damaged safe was \$650, the replacement was \$1,400. Elaine had the hardware list of "damaged" tools which I haven't seen yet.

Karl has been attending Excel training for the last 2 days. Yesterday was the Basics, today was Beyond the Basics. He's learned a lot. Knows how to navigate the 340 functions that are programmed on there. He knows all the keyboard shortcuts now. He knows how to make a pivot table. He then explains what a pivot table is.

Karl stopped by the store and got the accounts receivable report. Same old thing. Same accounts not paying.

Karl has been trying to be very thorough with the schedule and trying to communicate as well as possible on his end. Mike had not told Karl about Kenny. Elaine ordered a couple of cameras through Amazon, having trouble hooking to wifi - Karl will look at it tomorrow.

Board will not be able to address the issue of Karl's vacation time until we get the report from Mike.

AEOA report - final details finished by Radotich. 3 vents done. Gutters fixed. The light on the end of the building is still not the same as before. ***Karl will call Vince at AEOA and get him to come and inspect.** Vince has photos of the light from before, so that should clear that up.

<Karl leaves at 8:17 >

Board discusses expectations for manager, policies and structure. Discuss how to incentivize the results we want to see. Discuss store's recent history.

***Board wants to get back on the perpetual inventory project - get Nick back on the project of entering tobacco. *Honor will contact CDS Point-of-Sale System consultant for step-by-step framework on implementing perpetual inventory.**

Project completion needs to be part of the review process.

Need policy on clear relationships between Board, Manager, Assistant Manager, and Employees. Clear chain of command and communication.

***Honor will go back through the last year's minutes and compile a list of projects and people so we can see what has been accomplished and figure out how to hold people accountable. *Stacy will keep her own list.**

Discuss Manager statements about break-in - will discuss together at next meeting.

Patronage Policy review - tabled for next meeting

CCF new account - ***Honor will do that.**

MSP Andy, Michelle to adjourn at 9:56pm.