

**Finland Cooperative Regular Meeting April 11, 2019**

**Present: Kaare Melby, Stacy Breden, Matt Morris, Honor Schauland, Andy Gomez, Interim Manager Karl Klinker.**

Meeting called to order at 6:09.

Board reviews minutes from 3-28-19 meeting recessed to 4-4-19. One correction. Stacy motions, Andy seconds to approve minutes. Motion passes.

Michelle absent, no treasurer's report.

Manager's report - Karl goes over snapshot report. Payables down, everything paid up, fuel is up because we got a load yesterday. Numbers are down because things are slow. Receivables show how slow things are. #48 was paid early in the month. Letters were sent out certified mail - deadline is April 12th. #25 made contact and plans to make payment in May. No action yet on #43 or #64, but their letters were signed for, so the addresses are good. Plan to send to collections. Discuss how collections work. Board is fine with Karl making that decision. Class A certificate test/class. Elaine is going to do the Class A test first, Karl will do when he has got his wings. Board expresses appreciation that Elaine is stepping up on this. MN Petroleum will call back with a date to fix and test the anodes. **\*Need to bug them. \*Karl plans to ask them about replacing tanks to begin to formulate a plan for the near future.**

Board asks about Menards rebates - Mike showed Kaare. There was one for \$75, Karl says there should be more, but not sure. Mike offered to buy them from the store.

Board asks about personal charge tabs left at the store - unsure - need more information.

No action on loading dock, mural, lighting on pumps, store maintenance walk-through with Ric and Tom.

Board asks about the fast-moving items that Mike has been picking up elsewhere - employees were supposed to compile a list for the board - **\*Karl will ask employees about this list.** Some items may go up in price unless we can figure out a system to continue that. Asked how Mike was doing this in detail - discuss Menards rebates, Target Red card, Store debit card. Not many checks written, most things are e-pay, wire transfers, debits. Discuss items where Mike was shopping where it truly benefited the store in cost savings. Discuss if it's possible to do a real cost benefit/analysis on the whole thing - now it would be paying a store employee mileage to go down and back - would really need to be strategic to make it work.

Discuss staff meetings weekly/biweekly? Discuss how important communication is. Karl has been in the store every day for the last 18 days. He's doing ok, not burned out yet, wants to see all of the day-to-day operations right now. Looking for someone to be the next projects person right now, could help out with all kinds of stuff. Would like it to be someone already there, but

existing employees either comfortable with what they do, or concerns about reliability. <end Manager's report>

Honor is compiling info for Mike's file - almost done - **\*will send to board when finished.**

Notes from Board/employee meeting April 4th, 2019 - Mike going away party - Karl will order cake from Abby's. We need to communicate to the public that Mike is leaving, thank him, welcome Karl as interim manager. Poster, FB, Maybe ad in NSJ. Need date - **\*Karl will talk to employees, check Mike's schedule and communicate date with board.**

Discuss Karl's training notes. Karl noted a check with a weird number, he checked it all over, called the Credit Union and figured out it was their mistake. Also discovered a Giovanni's bill that says it was overdue, but our records show it paid. Karl called them, waiting for a call back. Discuss having two people on at closing. With Brooke leaving, there's a gap. Concerns about one person being on by themselves - that person needs to be alert.

Review Security system diagram Andy has been working on with Kenny Albrecht. Board is in approval of the diagram of the interior with minor changes to maximize coverage and get number of cameras down to 16. Exterior diagram - main ones we need are the 3 on the north side of the building. Discuss how that could help with Township and Rescue's security items as well. Discuss what to do with the South side. May have to boost the bandwidth from Lake connections because this will use more internet. **\*Andy will get an estimate from Kenny for the above described system (diagram attached).**

Discuss final transition items like Mike's keys, accounts etc.

Discuss local producer policy - needs final revisions of - Should add a time limit (15 days) after which the order becomes the stores if it's not picked up. Also should add "Co-op is not responsible for damage during storage." And add - \$50 deposit for new accounts - could cover late fees. **\*Karl will make revisions and email to Honor. Andy motions, Stacy seconds to pass policy with above revisions made. Motion passes. Will be distributing policy to get people on board with buying more livestock feed. Board is hoping Elaine can come to the Food meeting on April 28th and be paid by Co-op for her time.**

Discuss Co-op scholarship. Received proof of enrollment from Jenny Walewski - will check with treasurer to make sure Jenny has gotten her scholarship. We have a new applicant this year, Oliver Smith. Kaare motions, Matt seconds to award Oliver Smith \$250 for the 2019 Finland Co-op Scholarship. **\*Honor will write Oliver an award letter, requesting proof of enrollment. Also will contact Jenny Walewski to come get her picture taken getting the check for the scholarship that we can put on Facebook.**

Honor reads a note from an older fellow who attended summer camp in 1938 or 1939 sponsored by the Finland Co-op. They camped at the old Finn hall (Honor's house!) on County 6.

Need a contract for Karl - in the minutes from last time, wasn't assigned to anyone. Discuss where to start - template? Karl's current contract is pretty much what we need. Mike made it and stated that the Assistant Manager needs to be able to do everything the Manager can do - or be willing to learn. It's a list of the Manager's duties. **\*Karl will look on the store computer for the original draft and send to Secretary.** Board revises current contract to replace "Assistant" with "Interim," replace "contract" with "agreement," replace "manager" in the signature line with "Board president" and revise dates and compensation to reflect current situation. Will need to be retyped and resigned with revisions to be cleaner. Andy motions, Stacy seconds, we accept Interim Manager Agreement with Karl.

We need a local egg selling policy if store is going to sell local eggs at the store. Can't be all different, not enough retail space. Would be nice if local folks all got together and had the same standards and if that would work for the Co-op. We're probably not there yet, but would be great if Co-op could work on this with producers. Maybe at the upcoming Food Chain meeting April 28th - 3-5pm or at the Blazing Trails Food Regulations Workshop May 13th Noon-4pm.

End of fiscal year is Saturday the 13th. Inventory (RIS) coming on Sunday the 14th.

Karl leaves at 8:41pm.

Discuss final items of manager transition.

Going forward, we want Manager to bring a report each month of any checks written to themselves for expense reimbursement.

**\*Honor will call Licari about vacation policy and about Karl's raise, retroactive to April 4th, 2019. Also will tell Licari that Mike is no longer acting as an agent of the Finland Co-operative Company for financial decisions.**

Kaare makes a motion, Andy seconds to remove Michael Coyle as an authorized agent of the Finland Co-operative Company, and any decisions need to be approved by Karl Klinker, Interim Manager, or by the Finland Co-op Board. All in favor.

Board agrees to follow the advice of our legal counsel regarding Michael Coyle's accrued vacation.

Honor motions, Andy seconds, to authorize Board president Kaare Melby to communicate with Michael Coyle on behalf of the board regarding final details of his employment separation. 4 in favor, none opposed, Kaare abstains.

Matt motions, Kaare seconds to adjourn at 9:32pm.

Respectfully submitted, Honor Schauland, Board Secretary



