



Board Meeting Minutes

9.15.2016

Attendance: Sam Green, Desdra Dawning, Micheal Snow, David Copley, Vicky Schroeter, Julianne Panagacos, Laura Kaszynski (*Staff Representative*), Fern Moore (*Board Coordinator*), Grace Cox (*Facilitator*)

Agenda

Agenda Review
Announcements
Mission Statement
Commitments Review
Member Comment
Hiring Handbook Proposals
Staff Report
Break
Committee Reports
Board Pages
Board Evaluations
Commitments
Meeting Eval

Announcements

- Co-op Index Report was tabled until the October meeting. John from the NWDC will be able to present to the Board then.
- Laura is not functioning at full capacity, her work is not getting done.
- Board Applications are due at 9pm, as of now we have 6 applicants.
- Any one knows folks with general weekend availability and are bike commuters that are willing to help out at the Bike shop. Specifically weds and thurs. Email bikeshop-dave@gmail.com.
- This is Vickys last meeting as a Board Member. SEE ATTACHED DOCUMENT #4 for her resignation.

Commitments Review

- *Laura and David will work on confidentiality agreements, privacy policy and Board ethics Pending*
- *Laura will take on addressing the divide between Outreach CAT and Member Relations. Pending - emailed staff haven't heard back. Outreach is having an interest meeting on weds, at which staff will be selected*
- *Grace and Fern will draft a statement and send out to all for approval. See draft below-*

Dear members of the Tacoma Food Co-op,

Folks here at Olympia Food Co-op were heartbroken when we heard of the closure of your Co-op store. We know that many of you have put your hearts and souls into working for the success of the Tacoma Food Co-op. We also want you to know that you are welcome to visit and shop at either of our stores with your Tacoma membership anytime, but especially until a new location can be found. From one Co-op to another, we care about you and have the greatest hope for the future of TFC.

- **All Board Members will review the 'Privacy Policy' draft and submit feedback to Mo. Pending**
- **Laura will add the Board Greeter to the Staff Rep job description Complete**
- **Julianne will make revisions to the consent via email policy Pending**
- **Grace will send out an update on Tacoma Food Co-op after tomorrow's meeting Pending**

Member Comment

- **Ben-** thanks for having him. Ben Whitton has been living in Olympia since 2008. He joined the Co-op less than a year ago. He has been participating in the 'Read it and eat' book club, sponsored by the Co-op. 1st- Thank you for your work and passion, your work allows him and his family to purchase food that tastes better, is more healthy and vetted. The impacts your decisions make represent the values he holds. 2nd tonight is the due date for Board applications, he is interested in applying but not ready to make that commitment yet. He would like to get involved in committee work use him as a resource if anything comes up 3rd- The Classes program, He focuses on impact investing and has a presentation on it. Impact investing is socially responsible investing, posing the question what goals do you have for the world around you and how do your investments align with your values. He feels like he is an industry expert, and would like to educate through the classes program sometime next year.

Hiring Handbook Proposals

SEE ATTACHED DOCUMENTS #1-3

Staff member, Maxim came to present the proposals from the Hiring/Interview team.

All Hiring procedures are in the Hiring handbook, these proposals change the handbook. The Board is responsible for all hiring and firing. Therefore, the handbook changes need to be reviewed and approved by the Board. Staff submitted feedback regarding these proposals. There is no official process for changing the handbook.

The Board was given three documents from the Interview team to review.

Term limits for the interview team.

One of the recommendations from AORTA was to have rotation in the Interview Team. There are currently no term limits. There are advantages and drawbacks of having rotation. This proposal proposes that there be a Two year term with a possibility of an additional two year term, this includes a checkin after two years. The interview team is comprised of 4 Staff members and the Facilitator. This proposal includes a staggered membership procedure, to ensure continuity.

Feedback -

Vicky- add minimum of two years (to the first sentence)

Julianne- asked about a plan for staggering term lengths, maxim explained that there is already a natural progression to support the staggered term lengths.

Change in choosing new interview members

Maxim detailed how the process is now. There is an interest session with the Standing Hiring committee, Interview team, and the interested parties. They review the Hiring handbook and hold a training session. The interested parties can then apply. The Standing Hiring committee and the Interview team, review the applications, deliberate and reach consensus on new members.

The training session has rarely happened. We have a standard Interest Meeting process for open positions within the Collective, essentially our own version of an internal hiring process. The Interview team is the only group that has a different process for open positions. The team thinks that this process works, they asked for an exception to this process a few years ago and it seems to serve the purpose.

Proposals to change the duties of the standing hiring committee

In recent years there has been a hefty amount of turnover in the committee. The list of current responsibilities has not been met. The committee has been functional when it comes to reading recommendations and asking related questions. Not all the duties have been met by the committee; other people have taken on those duties. The recommended changes are based on what has been happening in covering those duties.

Feedback

Second document proposal 3 - David has concerns with having the Staff interested attending the meeting. Grace responded that is our process within Staff it is the most transparent and inclusive. David has no concerns if it is cultural and a process within Staff.

There is no difference in Interview and Hiring team, even though the documents refer to both groups.

#1 and #6 are duplicated in the charter.

Hiring facilitator- why is it not rotating? What are the thoughts? How will it transition when needed? Maxim answered that 'We just had a change in the facilitator, they just completed a lengthy training. There have been training documents created. No term limit was proposed because the diversity can be included in the hiring team.

Proposal : TERM LIMITS

Term limits: Interview Team members serve for a 2 year term, with possibility of renewal once (total of four consecutive years); Former interview team members are eligible to re-apply one year after their previous term ended; If there are no new applicants for membership at the end of an interview team member's term, they are eligible to serve an additional term. There is no time limit for the Interview Team facilitator position.

Staggered membership: One member leaves, one member joins or renews every year.

Total membership: 4 interview team members, plus one facilitator/note-taker

Consent

Stand Aside- Laura

Proposal- CHANGING IN CHOOSING NEW INTERVIEW TEAM MEMBERS

Proposal 1:

Number 1 above will be deleted. Instead of having a training meeting and an interest meeting, there will only be an interest meeting.

Proposal 2:

That #2 in the current hiring process be replaced by the following:

Staff who are interested in joining the Interview Team (IT) must read the Hiring Handbook and complete an application to serve on the IT (see IT application).

Proposal 3:

That #3 in the current hiring process for the Interview Team be replaced by the following:

The Interview Team and the interested Staff applicants will meet to clarify the position and answer questions about the Hiring Handbook. The full group (IT and interested Staff) will discuss qualifications, experience, and challenges and attempt to reach consensus on who to recommend to join the Interview Team. Determinations will be based on the Interview Team's and Interested Staff assessment of the applicants' ability to perform the IT work as outlined in the IT Job Description. If consensus is reached, a proposal will be drafted to the Staff Collective seeking consent.

Proposal 4

That #5 in the internal hiring process for the Interview Team be removed. The proposal changes the decision from a hierarchical one to a consensus based decision with all interested parties present. We don't feel there is a need to specify a conflict resolution process outside of our current available processes.

Consent

Stand Aside- Laura

Proposal - Standing hiring committee

Tabled for more discussion, lots of information in this proposal that the Board would like to review and discuss further

Staff Report

Everyone is continuing their work on the Budget, budget, budget. Today was a hard deadline for expense budgets. The first draft of the budget will be out soon. Hiring is looking at open shifts and coordination. Hiring analysis has begun. Inventory will take place at the end of the month. The Magic Kombucha round up is active at the registers.

Committee Reports

Advocacy- has not met

Co-sound- putting together presentations, articles, and thank you letters. Working on next steps. Article about the exchange in this issue of the Newsletter.

Finance- Grace presented the weekly sales. This week sales have been flat for growth and slightly negative at the Westside. We had good growth through the summer, which is getting us closer to meeting budget projections. Average 12 month growth East- 2.31% and West- 2.26%. Produce sales nationwide in Co-ops have been flat, some reasons being that there is less inflation in prices and competition in fresh produce has increased rapidly. Chill shows fake growth, because we moved a category of products. Bulk is showing negative growth at both stores.

The Board asked where the Alcohol Task Force work is.

- ***Fern will include and inquiry about the Alcohol Task Force in the Board report to Staff***

Personnel- drafting clarifying language to support the emergency leave policy and a bereavement leave policy.

Local- Harvest party and Local Eats event this Sunday. The committee needs support from the Board to participate. There will be Kids activities, Zucchini activities, and a DJ. They also will be starting the Co-op memories project, to share memories for the 40th anniversary party next year. Desdra will attend on behalf of the Board. No one else volunteered. The Community Sustaining Fund will be tabling at the harvest party.

- ***Laura will send an invite to the Harvest Party to board applicants***

Standing Hiring- has not met

Member Relations- meeting next week.

Expansion- In the process of creating a new proposal and weighing all the options and ideas. They are doing an Eastside walkthrough when it is closed in the evening to generate a round of new ideas. They met with an engineer who has given us an estimate for the engineering work to remove some of the poles in the building.

Eco planning-has not met.

Board Staff Relations- has not met. Presenting Board pages today

Discount Task Force- will be presenting in October an implementation plan

Elections Task Force- Contested election! Working on election materials with signage.

Organizational Health Task Force- will be presenting next month the results of the Co-op Index survey.

What does the board have budgeted for a retreat, either a staff only or a staff/bod retreat? *Yes it does include a retreat cost. As well as extra for training and conferences for the Board.*

- *Laura will send out the Board budget request to the Board*

Board Pages

The Board Staff Relations task force has been focusing its work on creating the Board Pages, a password protected site that houses board policies, procedures and documents.

Laura presented the skeleton of the site to the Board.

Feedback

Co-op glossary

Co-op Structure

Desdra volunteers to help with anything that needs to be done.

Board Evaluation Systems

Laura had committed to writing a proposal for the Board in last months Executive session. The proposal would be sent to the Staff for feedback, and then back the Board for Consent. Laura has a few blocking concerns with the proposal. There have been a few staff who have approached her with concerns about a closed Executive session creating a feedback process that is not inclusive or transparent. Our internal feedback processes are based in transparency and inclusiveness.

She would possibly like to propose a new process, in which the affected Staff, the Board support positions of the Board Coordinator and Board facilitator would be involved in the creation of a feedback process proposal before it is presented to Staff for feedback.

Sam and Micheal spoke to his experiences in the Executive Session. Julianne spoke to her experience on the Staff Board relations task force and realizations of the realities. Many Board Members spoke to their intentions about the executive session clarifying that it was not to exclude, but to have the space as a Board to have a discussion about evaluations.

David has concerns about Executive Session process, and those in Executive Session should have the chance to review any communications, it before it becomes public.

Executive Session process needs development.

Sam spoke to the value of Executive Session, and that he feels an immense pressure to not go into executive session. It feels unhealthy that that precedence exists.

Proposed new process;

- Laura will email the process proposal to the Board
- Board will consent via email to the proposal draft
- Process will be presented by the Board evaluations group to the Board support team
- Board will reconvene on the process and discuss
- Staff feedback on the process proposal
- Final Board Consent

- **Laura will type up the process and send out to only the Board.**

There was discussion about why it is not required to include volunteer feedback within evaluations. This is a question for Staff to answer.

Commitments

- **Laura and David will work on confidentiality agreements, privacy policy and Board ethics Pending**
- **Laura will take on addressing the divide between Outreach CAT and Member Relations. Pending - emailed staff haven't heard back. Outreach is having an interest meeting on weds, at which staff will be selected**
- **All Board Members will review the 'Privacy Policy' draft and submit feedback to Mo. Pending**
- **Julianne will make revisions to the consent via email policy Pending**
- **Grace will send out an update on Tacoma Food Co-op after tomorrow's meeting Pending**
- **Fern will include and inquiry about the Alcohol Task Force in the Board report to Staff**
- **Laura will send out the Board budget request to the Board**
- **Laura will send an invite to the Harvest Party to board applicants**
- **Laura will type up the process proposal and send out to only the Board.**

Meeting Evaluation

- Micheal- Read the documents ahead of time, do your homework, be prepared. Board pages will help with consolidation.
- Desdra- Be honest with each other so we can co-operate
- Appreciates Laura bringing up her concerns, but feels sad that it took a month to address
- Address when agenda items are going over time allotted.

Next Meeting

**Standing Hiring committee Proposal
Co-op Index Report
Discount Task Force**

Decisions Out of Meeting

1. Approval of Board Meeting Minutes August - Decision made via email
Consent
Stand Aside- Julianne Panagacos, Sam Green, Micheal Snow, David Copley (no response)

Attached Documents

1. DATE 9-9-2016

To: The Board

From: The Interview Team

RE: Term Limits for Interview Team Members

Background:

Currently, Interview Team (IT) members are asked for a minimum of 2 year commitment and can be on the team indefinitely. We had a training with AORTA awhile back and one of their recommendations was to add rotation of representation on the Interview Team & instituting term limits. This is about making sure there's an opportunity for representation of those who experience oppression in our collective. It's also about creating buy in & trust from staff around the confidential hiring process.

Proposal:

Term limits: Interview Team members serve for a 2 year term, with possibility of renewal once (total of four consecutive years); Former interview team members are eligible to re-apply one year after their previous term ended; If there are no new applicants for membership at the end of an interview team member's term, they are eligible to serve an additional term. There is no time limit for the Interview Team facilitator position.

Staggered membership: One member leaves, one member joins or renews every year.

Total membership: 4 interview team members, plus one facilitator/note-taker.

Process:

This is a proposal that would amend the Hiring Handbook. As the Board is ultimately responsible (via the by-laws) for hiring, the Board needs to consent on changes to the Hiring Handbook.

We seek consent from the Board after incorporating feedback from Staff.

2.

DATE 9-10-16

To: The Board

From: The Interview Team

RE: Change in Choosing New Interview Team Members

Background:

Here is the current process from the Hiring Handbook for assembling the Interview Team:

1. Staff who are interested in being on the upcoming Interview Team (IT) will read through the Hiring Handbook, and a meeting will be held with all interested IT parties and the Standing Hiring Committee (SHC) attending. This will be a training meeting, in which the Standing Hiring Committee will review the processes in the handbook, and interested parties can ask questions and clarification regarding the handbook. In addition, the Hiring Facilitator will be available for further training and information.
2. Those interested will complete an application to serve on the IT (see IT application).
3. The SHC interviews IT applicants and makes a determination of who will fill the positions on the IT. Determinations will be based on the SHC's assessment of the applicants' ability to perform the IT work as outlined in the IT Job Description.
4. Those who are not selected will be offered further training and support in an effort to prepare them to serve on future IT's. The Hiring Facilitator will coordinate the additional training.
5. If any unresolved conflicts arise during the course of the above process, it will be the responsibility of the SHC to facilitate resolution. The SHC will use the Conflict Resolution Team to assist if needed. In the event that the SHC is unable to reach resolution, the BOD will be responsible for ensuring that the conflict is resolved.

As you can see, unlike any other internal hiring process, the decision is made by Standing Hiring Committee. The interested staff are not part of the consensus.

The Standing Hiring Committee is a committee of the Board that is intended to have Board members, Interview Team members, and Staff members at large. In practice, we have had historical difficulties in filling these positions and in getting the SHC to fulfill their function.

In recent internal hirings to the Interview Team, we wrote an exception proposal that was consented upon that allowed us to use the Interview Team to perform step one above and called for a consensus proposal from the Interview Team with the interested staff applicants.

We liked this process much better and it is consistent with our internal hiring practices in all other Staff positions.

Proposal 1:

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Proposal 2:

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Proposal 4

That #5 in the internal hiring process for the Interview Team be removed. The proposal changes the decision from a hierarchical one to a consensus based decision with all interested parties present. We don't feel there is a need to specify a conflict resolution process outside of our current available processes.

Process:

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We seek consent from the Board after incorporating feedback from Staff.

3.

TO: The Board

FROM: The Hiring Team

RE: Proposals to Change the duties of the Standing Hiring Committee

9/10/16

BACKGROUND

The Board created the Standing Hiring Committee of the Board about 10 years ago when we re-created our hiring process. We created the Hiring Handbook which has all the policies and guidelines that determine our Hiring process.

The Standing Hiring Committee is a Board-appointed Standing Committee.

Purpose: The Standing Hiring Committee is responsible for coordinating all aspects of staff hiring, and that includes:

1. Developing and maintaining a hiring handbook with all policies and procedures for hiring, accessible to all
2. Developing and maintaining an active outreach program
3. Maintaining awareness of the co-op's needs with regard to hiring and responding to that need in a timely manner
4. Developing and maintaining ongoing training for committee members
5. Maintaining effective and respectful communication with everyone
6. Working with the conflict resolution and anti oppression committees as needed
7. Ensuring compliance with applicable law.
8. Developing and maintaining an evaluation process for the committee's work
9. Developing and maintaining an integration process for new staff to transition from new hire to trainee.

Committee Make up:

- 1-2 Board of Directors Members
- 2-3 Staff
- 1 Staff hiring facilitator

The Standing Hiring Committee has not done this work for most of the time we've had it. We have struggled to maintain both Board and Staff membership and the Committee has done little else besides reading and recommending finalists and hiring proposals to the Board.

We believe that there are currently many other coordination groups that could integrate some of the responsibilities of the Standing Hiring Team. We believe we should simplify the work of the Standing Hiring Committee.

We believe it's important to maintain this committee as per the by-Laws, the Board is responsible for hiring and firing of staff. We believe it should be the primary function of the committee

Proposal 1:

That we change the purpose and function of the Standing Hiring Committee as follows:

Standing Hiring Committee

The Standing Hiring Committee is a Board-appointed Standing Committee.

Purpose: The Standing Hiring Committee is responsible for coordinating the following aspects of staff hiring:

1. Presenting Staff Hiring Process and Handbook changes to BOD for consent (when needed)
2. Reviewing and consenting to Finalist Recommendations made by interview team
3. Reviewing interview team Hiring Recommendations and presenting recommendations to BOD for consent

4. Developing, maintaining, and facilitating an annual evaluation process for the interview team's work.
5. Attending and participating in the interview team's evaluation of the hiring process (which occurs at the end of each hire).
6. Review proposals from the Interview Team regarding the Hiring process and the Hiring Handbook and make recommendations to the Board

Committee Make up:

1 Staff hiring facilitator

1-2 Board of Directors Members

2-3 Staff (staff application consented to by Board of Directors)

The Board of Directors' (BOD) relationship to the Committee The full BOD is involved in the hiring process only in the following situations:

1. When staff proposes that the BOD authorize initiating a hiring.
2. When the Standing Hiring Committee makes specific hiring proposals (who to hire).
3. When the Standing Hiring Committee needs new BOD members.
4. When substantive procedural changes are made to the Hiring Handbook and/or the hiring process.

Staff's relationship to the Committee: The Staff is involved in the hiring process in the following situations:

1. When the Interview Team needs new members.
2. When substantive procedural changes are made to the hiring process.
3. When staff members carry out processes in communication guidelines.

Proposal 2: The following job duties previously assigned to the Standing Hiring Committee would be re-assigned to the people/groups highlighted:

1. Developing and maintaining the Staff Hiring Process and Handbook with all policies and procedures for hiring, accessible to all (interview team)
2. Developing and maintaining an active outreach [recruiting] program (outreach, with support from hiring facilitator)
3. Maintaining awareness of the co-op's needs with regard to hiring and responding to that need in a timely manner (labor systems CAT - already happening)
4. Developing and maintaining ongoing training for committee members (hiring facilitator with support from training CAT)
5. Maintaining effective and respectful communication with everyone (interview team, with hiring facilitator taking primary role)

6. Working with the conflict resolution and anti oppression committees as needed (hiring facilitator)
7. Ensuring compliance with applicable law (hiring facilitator with support from personnel coordinators)
8. Developing and maintaining an integration process for new staff to transition from new hire to trainee (new staff training coordinators with interview team)

Proposal 3:

We add a section to the Hiring Handbook that reads as follows:

Process for changing the Hiring Handbook and/or the Hiring Process

- 1) Interview Team is responsible for proposing changes to the Hiring Handbook and/or Hiring Process. The Interview will draft proposals detailing any proposed changes
- 2) The Interview Team will publish the proposals to the Staff Collective and seek feedback
- 3) The Interview Team will present the proposals with added Staff feedback to the Standing Hiring Committee. The Standing Hiring Committee will review and make recommendations to the Board
- 4) The Interview Team and/or the Standing Hiring Committee will bring the final proposal to the Board and present it for approval.

PROCESS

It is not spelled out specifically what the process is for amending the Hiring Handbook. We believe it should be done by decision of the Board.

We have now gathered Staff feedback and have incorporated it into these proposals.

4. Resignation of Vicky Schroeter submitted August 25, 2016

Hello everyone:

I have completed and attached to this email my letter of resignation as a Board member effective September 25, 2016.

For the past few months it has been tough juggling schedules at work and at home. My decision has been to "downsize" and focus on day to day responsibilities that matter for myself and my family.

I greatly enjoyed being part of the Board and hope to someday return again as an active participant of the Co-op's Board of Directors.

Sincerely,
Vicky Schroeter