



Board Meeting Minutes

4.21.2011

Attendance: TJ Johnson, Rob Richards, Eric Mapes, Erin Genia, Rochelle Gause, John Nason, John Regan Julia Sokoloff, Fern Moore (*Board Observer*), Jayne (*Staff Rep /Facilitator*)

Absent: Ron Lavigne

Agenda

Announcements

Mission Statement / Agenda Review

Commitments Review / Minutes Review

Member comment

Accountability Team update

BPC Report + Overview of Staff structure Proposal

Boycott Subcommittee Update / Revisit BOD role

Boycott Email Response

Report Back from John R re: Venezuela

BOD Planning / Retreat Continuation

Committee Reports

Consent Via Email Proposal

Expansion (*Executive Session*)

Meeting Eval/ Commitments/Next Facilitator

Announcements

Arts walk is Saturday! And there will be five artists displaying at the downtown office. There will be lots of food and fun stop by!

Member Comment

Ann Fischel, a member of the Boycott Review Subcommittee attended to speak k about her relationship with CECOSOLA. She co teaches a class at Evergreen that focuses on CECOSOLA and Venezuela. The program might continue for a long time, but if we can root the relationship within the community here, and in Venezuela we would extend that relationship beyond her class. Next year the class will concentrate on documentary filmmaking and would like to include the Olympia Food Co-op in the fall filming. They

build communities of solidarity, and an integrated food system that serves the people. If the Board decides to participate in the exchange they would like to offer that Staff would have the opportunity to visit Venezuela and participate in the program. They would love to film at the co-op in the fall and cooperatively work with the organization.

Commitments Review

- *Post the process for getting on the Board agenda on the website.*
Agenda item for next month Jayne will draft a proposal
- *TJ will write a proposal clarifying his role as Expansion coordinator for the April meeting.*
Proposal for May meeting, discussion today
- *Jayne will write a proposal about consenting via email for the April Meeting*
Yes on agenda today
- *John will report back to the Board about possible exchange opportunities with CECOSOLA*
On Agenda today Jayne will bring information to Staff if John's meeting indicates interest, it will also be integrated into the 2012 budget process.

Accountability Team Update

The Accountability Team is collecting Staff signatures for the Staff Expectations and Agreements. A drug and alcohol policy will be drafted and brought to the Board for consent in May. They are planning a Summit on the 18th to meet with Conflict Resolution, Trainings and Evaluations, AIT team, Personnel etc. The Eval team will be presenting to the work groups at the next round, about the 'Evals tied to raises' proposal.

BPC Report and Overview of Staff Structure

Staff Members and Big Picture CAT Members, Jason Maeanna and Adam attended to present the new Staff structure proposal to the Board.

They have been catching Board member Erin up with Staff language culture and structure. Erin spoke about how BPC's work is so timely right now with events in the world and economy.' It really has gotten to the heart of what it means to be an organization that relies on consensus decision-making and that is managed collectively. What is going on here is such a unique thing and is something that we should give as much support as we can.' Members have asked her how they can transfer this model into other communities and organizations. She commends the work of the BPC.

The BPC has been working on the internal mechanics of a model in which collective consensus decision-making is scalable and one that can transfer to multiple stores. They looked at all aspects of the restructuring process and evaluated what worked and what hasn't worked.

Structure Basics

The new Staff structure relies on moving from a Work group structure to a Department centered structure with the addition of Collective meetings (three groups instead of four, of even sized and mixed groups of Staff) these meetings will be used for collective decision-making and other collective business.

1. Department centering will require Departments to coordinate the ‘Shared Essential Functions ‘(Evals, Training, Facilities, Finances etc.). The Departments will also have clearly defined Membership criteria. Every Staff member will have to identify with one Department but still have the opportunity to attend up to two meetings.
2. Declaring that the Departments hold their own SEF's means that the CATS can focus on policy work and systems development. This allows the Collective to share the workload and to build expertise as well as skill sets.
3. Defining the responsibility at the dept level allows the opportunity to clarify decision-making.

Phases of the project

1. Gather Feedback and Develop Proposal *April - June*
2. Begin Implementation *July - September*
3. Finish Implementation and Define Decision- making
4. Celebrate! And then begin to evaluate the new structure.

The BPC will transition from the Big Picture CAT to a Consensus Process CAT at the finish of this cycle.

How will this impact the labor budget?

They are hoping that this will aid in efficiency, which will help the labor budget. Hours will be saved in meeting time.

TJ adds that this is a great opportunity to re invigorate the Working Member program.

Boycott Subcommittee update / Revisit BOD Role

The last meeting the Boycott Subcommittee went over the compiled document of Staff feedback. They started to use that information and looked at the current Boycott policy and highlighted areas of concern. They do not think the proposal will be ready for June. They have changed their meeting schedule to every three weeks impacting the completion date. Rob is committed to serving on the committee. Polly is also taking on the facilitator role for the group, which will be great. Polly will also be reporting back to MCAT biweekly.

Boycott Email Response

There are still members waiting for a response to their email sent in response to the Israel Boycott.

TJ recommended that we write a form letter that invites them to speak at the member comment.

John recommends starting a new email address for the board.

Do we need an email?

Yes we need some avenue for feedback.

Perhaps a template on the website! This could be part of the website rebuild that will be happening at the beginning of next year.

The Board requests that a new email address OFCBoard@olympiafood.coop be created.

- *Jayne will ask Jason to update the Board page on the Website.*

Within a Boycott Subcommittee report in the newsletter we could include a response to the mountains of emails that we received in reaction to the boycott.

- *Jayne will check in with Grace on the voice mail message downtown.*

Report Back from John re: Exchange with CECOSOLA in Venezuela.

See Attached Document

Last month John asked for the Boards agreement in investigating a possible exchange with CECOSOLA. The Board at last months meeting asked him to bring back more information. He had several meetings with them in March. They are doing quite well. Their membership and worker numbers have grown. He distributed the Olympia Food Co-op Spanish brochure, which they copied and distributed throughout their co-op. When they discussed the exchange, they said that they do not like it when people come and tell them how to run their business. John said we don't either. They have chosen four people to come visit Olympia. The real challenge is getting visas granted. They would need a minimum of a year to secure the visas. They have requested a letter from us so that they can begin the process now. Evergreen will also be submitting a letter. Our letter would be complimenting Evergreens invitation. Some Board Members feel that it is awkward to request visas without a plan about their visit. John contacted the NWCDC (Northwest Cooperative Development Center) and spoke to their executive director about 2012 Year of the Cooperative. She said that she may want to be involved and would be able to meet in late May. John also met with a new professor at evergreen who specializes in Co-operatives in the wake of Argentina's financial crises.

John would like the Board to begin to formulate a plan to create events in our community to highlight the year of the co-operatives.

CECOSOLA see this an incredible opportunity for their development. John knows all of the four candidates as dedicated workers.

Perhaps we form a committee to plan this project.

What would be the financial impact?

Where does this fall in with the Boards priorities?

How does this impact Staff and how do they feel about it?

Proposal:

The Board will send the letter of intent to the American embassy for the CECOSOLA workers visas. The Board President Erin Genia will sign the document.

Consent

Committee Reports

Finance – did not meet

Newsletter – produced another great newsletter.

Member relations – the RFP is out and will begin accepting applications. They will be reviewing their charter.

Eco Planning – looking into fair trade certification.

Outreach- first draft of the Branding survey has been completed. They will have small group discussions and will be bringing the results to next months Board Meeting

Hiring – are accepting applications and selecting finalists.

Local Farm- putting together a work plan for this year.

Personnel- working on drug and alcohol policy, and will be bringing the proposal to the Board next month after Staff feedback.

Consenting via email Proposal

Jayne wrote a proposal and process for consenting via email. This proposal was created so that Board minutes are available to the Membership and Staff at a more timely matter. This proposal also incorporates decision making via email to proposals. All decisions made via email will be recorded in the next meeting minutes of the Board Meeting as per the by laws.

Proposal 1 and 2: *See Attached Document (with edits)*

Consent

Expansion

(Executive Session)

BOD Planning / Retreat Continuation

There is need for the Board to schedule a work session.

- *Jayne will construct a Doodle poll for the first half of May.*

Commitments

- *The Board requests a new email address OFCBoard@olympiafood.coop.*
- *Jayne will ask Jason to update the Board page on the Website.*
- *Jayne will check in with Grace on the voice mail message downtown.*
- *Jayne will construct a doodle poll to schedule another work session.*
- *Jayne will coordinate facilitation training for the Board Members with Grace.*
- *Rob will email out the Boycott Subcommittee notes to all.*
- *Jayne and Fern will sync up with Bradley as the Process support coordinator to include the Boards decisions in the monthly Decisions made report.*

Next Meeting

Drug and Alcohol Policy

20 min

Accountability Team Update

BPC Report

Outreach Survey Results

Finance Report

Next Facilitator: TJ Johnson

June Meeting

Grace's presentation about NCGA/DFTA

Attached Documents:

1. *BPC Staff Structure Documents:*

3/25/11 From: Big Picture CAT

To: Staff and Board

Re: the continuing saga of restructuring/what's next? /workshop intro

Hey, all. This is a recap of what we've been through, and how we got to where we are now. It is meant to serve as context for the work that BPC is presenting you with over the next several weeks.

Timeline: 2002-2007

Need to restructure collective management and decision-making was identified. Tim Huet came and consulted with us about structure, BCD was formed and created the Rah-Rah- Restructuring proposal, which was consented to in early 2007. The system proposed divided us into workgroups, and created CATs (Coordination Teams).

2008

CAT start up was completed, staff pages were set up, agendas, notes, and general archiving systems were updated. Our fairly new Eval and Scheduling CATs made big changes—Eval CAT brought us our current evaluation system, and Scheduling CAT proposed and implemented the change to workgroup beepers.

2009

Restructuring evaluation conducted by BPC and the collective. Metrics used to evaluate can be found in workgroup meeting minutes for the week of Feb. 10th. Workshops were held in late February and early March, to gather feedback from staff about their experience working in the new system, and what improvements they would like to see. (Notes in all staff section under “restructuring workshops, 2009”)

BPC began drafting “triple nest” model of departments, workgroups, and collective. Department meetings were consented to.

Consultant's (CDS) report on organizational readiness to expand released in June.

2010

Department meetings began in spring. Departments and CATs did a lot of work on the strategic plan that came out of the CDS report. Accountability Creation Taskforce (ACT) finished the accountability proposal, which was consented to in August.

Board of Directors held forums for staff about decision making. Board sub-committee was formed to work with BPC on finishing restructuring.

2. Report Back from John re: Exchange with CECOSOLA in Venezuela.

We met with representatives of Cecosesola in Barquisimeto on Tue, March 22nd. One issue raised was the tactical problem of obtaining VISAs. The Food Coop, The Evergreen State College, and several other entities will need to provide letters of invitation. The process for obtaining a VISA can take as long as a year. Cecosesola suggested that we begin this process now rather than wait until any final plan has been firmed up. At the Board meeting I plan to present a letter on behalf of the Board that will allow Cecosesola the possibility to begin application for VISAs. John R.

(EMAIL FROM CECESESOLA)

SALUDOS A TODOS DE PARTE DE CECOSOLA DESDE QUE FUE PRESENTADA LA INVITACION AL INTERCAMBIO PROPUESTO PARA EL PROXIMO AÑO. EN LA ORGANIZACION HEMOS ESTADO DISCUTIENDO TAL PROPUESTA LA CUAL NOS PARECE MUY PROVECHOSA QUE ESTA SE PUDIERA DAR. YA QUE LA CONSTRUCCION DE LOS PROCESOS HUMANOS SE NUTRE DE LOS DIFERENTES PUNTOS DE VISTA QUE TODOS PODAMOS APORTAR POR TAL RAZON EN LAS DISCUSIONES REALIZADAS CUATRO COMPAÑEROS ESTARIAN DISPUESTOS A IR PARA ALLA LOS CUALES SON JESUS SÁNCHEZ ,SNEIDA HERNANDEZ,JAVIER ROJAS , RICARDO GIMENEZ EN LA PROPUESTA SE DEJA ABIERTA LA POSIBILIDAD DE PARTICIPAR MAS COMPAÑEROS, POR QUE COMPLEMENTARIA EL PROCESO ORGANIZATIVO EN EL INTERCAMBIO , OTRA DE LAS RAZONES QUE NOS LLEVAN A TOMAR ESTA DECISION ES QUE LA OBTENCION DE UNA VISA PARA VIAJAR HACIA LOS ESTADOS UNIDOS NO ES TAN FACIL CONSEGUIR POR LO CUAL NECESITAMOS ENTRE LAS DOS ORGANIZACIONES MOVILIZARNOS PARA QUE ESTO NO NOS IMPIDA REALIZAR EL INTERCAMBIOAQUI EN CARACAS , SERIA BUENO TENER UNA CARTA DE INVITACION PARA FACILITAR LA OBTENCION DE LA VISA... SALUDOS A TODOS Y ESPERAMOS QUE TODAS ESTAS PROPUESTAS FLOREZCAN.... UN BESO Y ABRAZOS----

Escuchar

Leer fonéticamente

HOLA JOHN, EN CUANTO A LA CARTA DE EVERGREEN SI LA VAMOS A NECESITAR. REALMENTE ESTAMOS BASTANTE EMOCIONADOS CON LA INVITACION Y ESPERAMOS QUE LA PROPUESTA DE QUE PODAMOS IR LOS CUATRO COMPAÑEROS SEA POSITIVA. ESTAREMOS EN CONTACTO, BESOS Y ABRASOS PARA TI , SACSHA E ANNE

(TRANSLATION)

GREETINGS TO ALL ON BEHALF OF CECOSOLA. REGARDING THE INVITATION PRESENTED ABOUT A PROPOSED EXCHANGE FOR NEXT YEAR. WITHIN OUR ORGANIZACION WE HAVE DEBATED THIS PROPOSAL WHICH TO US SEEMS VERY BENEFICIAL. NOW THAT THE HUMAN PROCESSES HAVE

NOURISHED DIFFERENT POINTS OF VIEW AND EVERYONE HAS CONTRIBUTED THEIR IDEAS, FOUR COMPAÑEROS ARE READY TO VISIT. THEY ARE JESUS SÁNCHEZ, SNEIDA HERNANDEZ, JAVIER ROJAS AND RICARDO GIMENEIN. WE LEAVE OPEN THE POSSIBILITY OF MORE COMPANEROS PARTICIPATING BECAUSE IT COULD COMPLEMENT THE ORGANIZING PROSCCESS OF THE EXCHANGE, ANOTHER REASON THAT WE MADE THIS DECISION IS THAT IT IS NOT SO EASY TO OBTAIN A VISA IN ORDER TO TRAVEL TO THE UNITED STATS. WE NEED BOTH ORGANIZTIONS TO ACT SO AS NOT TO BE DETERRED TO MAKE THIS EXCHANGE. THAT IS TO SAY, IN ORDER TO REQUEST A VISA HERE IN CARACAS, IT WOULD BE GOOD TO HAVE A LETTER OF INVITATION IN ORDER TO FACILITATE GETTING A VISA. GREETINGS TO ALL AND WE HOPE THAT THIS PROPOSAL BLOSSOMS. ... A KISS AND HUGS

HELLO JOHN, AS FOR A LETTER FROM EVERGREEN YES WE ARE GOING TO NEED IT. REALLY WE ARE VERY EXCITED/ TOUCHED WITH THE INVITACION AND WE HOPE THAT THE PROPOSAL THAT WE (THE FOUR COMPAÑEROS) CAN COME WILL BE POSITIVE. WE WILL BE IN CONTACT, KISSES AND HUGS FOR YOU, SASCHA AND ANNE

3. Consenting Via Email:

Olympia Food Co-op Board of Directors Consenting via Email Proposal

4/21/11

Although it's always best to practice consensus in person, there are certain situations in which the Board must make a decision without physically meeting. If a decision must be made quickly or is routine enough that it would waste valuable meeting time, consenting via email and/or telephone is a good option.

Proposal #1: General Guidelines

Unless circumstances beyond our control dictate otherwise, Board members will have at least one week from the time that a proposal is emailed to respond/consent to it.

When consenting via email, all Board members must either consent, stand aside, or ask for the issue to be brought to a regular meeting, unless:

- An individual Board member has indicated in advance that they will not be available to consent (i.e. on vacation, etc.), in which case they will be considered a stand aside/absent.

- An individual Board member is experiencing an emergency that prevents them from taking part in Board business (family emergency, medical emergency, etc.) in which case they will be considered a stand aside/absent.
- The proposal is one of a very few routine matters (such as approving meeting notes) that are 1) agreed upon as routine matters in advance and 2) which members have at least one full week to respond to. In the case of these proposals, it is sufficient to hear back from a quorum/majority of Board members. Any members beyond the quorum who do not respond within the week allowed for consent are assumed to be a stand aside/absent.

Note: If any Board member is not comfortable with a vote being taken without the benefit of another member's input, they may choose to bring the proposal to a meeting, or block it. It is each of our responsibility to ensure that consensus processes are followed in good faith.

Proposal #2: Meeting Notes Consent by Email

Meeting Notes will be considered a routine matter and consented to by email (as laid out above) unless otherwise specified.

The Board notetaker will email a draft of the meetings notes to the Board within 7 days of the meeting.

Board members will then have 7 additional days to respond with their consent, stand aside, take to meeting or block, as well as any changes to the document.