



Board Meeting Minutes

7.21.2011

Attendance: Jayne, Rob, Julia, Erin, John , Eric, Rochelle, Jon, Ron, Fern Moore
(Board Observer)

Agenda

Announcements

Mission Statement/ Agenda Review

Member Comment

Commitments Review

BPC Report

Accountability Team update

Member Engagement Budget Proposal

Tacoma Co-op Proposal

Heritage Bank Signatory Change Proposal

Budget Update Proposal

Hiring Proposal

Board Elections/ Annual Meeting Planning

Boycott Subcommittee Update

Committee Reports

Misc Updates

Mtg Eval/ Commitments

Announcements

TJ will not be here.

Ron will be late.

Member Comment

Laura attended to give the Board a copy of a document that members of 'Its Our Co-op' are distributing out front of the Eastside today titled 'Rethink the Boycott: Rethink the Co-op' This document is in response to the one year anniversary of the Israel Products Boycott.

Commitments Review:

- *Jayne will follow up with Keziab, Heather and Tj to not hire Bob Davis before the Board decide on the Budget for the Member engagement process.*

Yes see agenda today for Budget Proposal

- *The Board would like the Finance reps to attend the next Board Meeting to discuss the Little House consolidation.*

On hold till August Meeting

- *Jayne will complete the 'Agenda Process' proposal*

Emailed to all: See agenda

- *Rob will deliver the options to the Boycott subcommittee and report back to the Board at the July meeting*

See Committee Reports

- *Jayne will talk to Jason about temporary options for publicizing Committees on the website*

(Held over from May mtg) Not yet.

BPC Report

Maeanna reported that the first collective meetings were held and were a great success. The mood was jovial and they were very well attended. It will definitely benefit the consensus process and collective spirit. There were two big agenda items, and all were engaged and it seemed easier to get through. BPC will continue to restructure coordination and restructure the CATS with the help of Staff identified in the workshops. They have rigorous timeline but feel that it will get done.

In other news, the long awaited 'Part Time Non Collective' proposal is coming as 'Staff Expectations' has recently passed the Collective.

Schedule CAT is also working on the labor budget for next year.

BPC is also working on supporting Expansion.

Accountability Team Update

The Accountability Team is less than a month from the roll out of the new system. They are having workshops to recap the document with staff, including role-playing how a situation might be resolved in the new system. There is now a proposal for Kerry Ann and Becca to join the AIT. Julia asks what will change for staff day to day? Becca answered that two of the most immediate changes are that new job descriptions will be created, and evaluation summaries and goals will be reported on and consented to in meetings. Jayne added that other things will change over time as situations arise, for example the way we train new staff, and the way that we consent to adding new staff will change with our next hiring of new staff.

Member Engagement Budget Proposal

The Member Relations Committee finalized their budget last week. They plan on signing the contract with Bob Davis on Monday, pending approval on this budget. The process to create this budget included figuring out how many events will be needed and for how many people. The overall plan is that constituent and focus groups will lead to a large open space event for up to 500 co-op members

Rob asked why equipment is \$0?

Keziah answered that Bob initially recommended laptops for recording the process but the committee decided to use flip charts instead.

John asked what the constituent groups would look like (LGBTQ, Board, Staff, low income, women, people of color, etc.)?

Jayne asked about the budget timeline: will all spending occur in 2011 or will some of it need to be accounted for in the 2012 budget?

The planning session is this Monday and process itself will begin in the late fall.

John N adds that in the RFP the guideline was that the process would happen before the end of November.

Members of the committee pointed out that to get buy in and engage the membership will take longer than originally anticipated.

Proposal:

*** See Attached Excel File ***

The Board would like the committee to make decisions on the timeline and update the Board monthly within the committee reports.

Consent

Tacoma Co-op Proposal

Proposal (below) submitted and presented by Staff Member Teresa:

The Tacoma Co-op contacted us at the end of June and Grace as the Co-op Coordinator wasn't able to meet with them because of her trip. I checked with her and she said to go ahead and meet with Henri (their gm). I meet with him on July 1st.

They hope to open as a Co-op on Aug. 1st. They are taking over a convenience store on 6th St. near downtown Tacoma. They are going to close the convenience store for 2 days, July 30th and 31st, to set it up as a co-op. They are asking for some support to get the store open. When Henri, their general manager, came and visited we went over the working member system, product selection and movement and many other things like that. Virginia and Barbara were also around and volunteered their expertise to the conversations. Virginia mentioned that maybe we could see if the board would approve some staff hours to help at the end of the month to get them up and going. I think the days would be Sat. 30th and Sun the 31st. They would be stocking the shelves etc.

This opportunity has come up pretty fast for them and they haven't had much time to get through everything yet. Sno Isle and Madison St. co-ops have also been responding to questions and offering financial planning etc.

Tacoma Co-op is going to try and get the funds they have, released before they have all the money gathered that they were hoping for. (They have to contact all the

people who contributed so far and see if they are willing to release the money.) I do not know if they may need some financial help, as well, but it may be needed down the road.

Proposal: To offer 16 - 32 hours to the staff to help get the Tacoma Co-op set up for business on July 30th and 31st.

This info is just now going out to the staff as well. I don't know if anyone will be interested or not. It is a tight weekend already for scheduling. I'm thinking that people may want to do 4 - 8 hr shifts up there. If approved I will co-ordinate the hours. Thanks for considering this. Teresa

Intro From Tacoma Co-op:

Tacoma Co-op

Our store is scheduled to open this summer (2011) at the corner of 6th and Junett (where the Neighborhood Market is now). Our vision: a grocery store and community space dedicated to local, natural, organic, allergen-free, affordable, and sustainable food.

We believe in Tacoma

Tacoma is a diverse, thriving city with miles of shoreline, affordable housing, four universities, and a growing arts scene. With a population of around nearly 200,000, Tacoma is Washington state's third-largest city. Tacoma has an established local foods movement, including several lively farmers' markets, successful CSAs, and lots of enthusiasm for a new co-op (the closest food co-op is 30+ miles away).

Coming soon: 6th & Junett

The Tacoma Food Coop has recently signed a lease for a 3,500 sq ft store. Over the next few months we are putting processes and people in place that will create a successful and lively store known for providing an exceptional shopping experience and for benefiting our community. Check [the Tacoma Food Co-op blog](#) for updates and information.

Our Co-op is Your Co-op

The members and board of the Tacoma Food Co-op recognize the need for an affordable urban natural foods grocery that provides local organic and natural foods – and provides a community around these foods. We envision the future store to be the nucleus of a much larger circle of relationships that will directly impact the local food supply, health and well-being of the greater Tacoma community.

Teresa attended to answer questions on her submitted proposal. She also added that the timing is quick and ambitious, but would like to secure the hours to assist and Tacoma has been without a Co-op for 20 plus yrs. They have prioritized fresh produce and bulk foods

Proposal:

Rob proposed to allow up to 48 hours in case future assistance is needed.

CONSENT

Bank Signatory Proposal:

Kitty Koppelman will be removed as signatory on the Co-op's Heritage Bank Checking account #07050027856.

Kerry Ann Cramer shall be added as signatory to join both Grace Cox and Corey Mayer as the only staff authorized to sign checks on this same account.

Consent

Budget Update Proposal

See below for proposal

Consent

Hiring Proposal

The proposal was to hire four and has been changed to five as we found out another staff member was leaving. The hope is that these people will start Sept 1st. We are trying to replace staff that we have lost and fill open shifts.

Proposal:

See Attached Proposal 2

Consent

Agenda Process Proposal

Consent

June Meeting Minutes

Consent

Stand Aside - Erin_

Board Elections / Annual Meeting Planning

It's that time of year: Annual Elections and Annual Meeting planning!

Board recruitment:

- Create announcement about taking applications. I think the period we ran last year was Aug 10- Sept 10? Include: parameters for turning in app, etc, how many positions are open, etc. Require that all apps be typed this year?
- Who coordinates receiving the apps, taking photos, and gets them to newsletter (deadline as close to Sept 15 as possible)?

Annual Meeting

- Choose date for annual meeting

- Create announcement for newsletter (deadline Sept 1ish)

Membership mailing

- Create mailing to announce the membership meeting and board elections. Last year we did a postcard that we paid Rachel to design and I coordinated printing/mailing of it. It needs to be arrive in people's mailboxes at least 10 days before the meeting according to bylaws. I think we usually aim for arriving in their homes just before the elections period starts. Sometimes we have mailed the actual ballot or the newsletter but I think the whole newsletter is too expensive to mail to everyone now.

Elections

- The voting period is Oct 15- Nov 15. Who coordinates? (Makes sure ballots are collected and counted, results are posted online and in newsletter, etc.)

From the Bylaws:

6. ANNUAL MEETING An annual meeting of the membership shall be held each year. The place, day, and hour of the meeting shall be mailed to all active members at least 10, but not more than 50 days, prior to the meeting. In addition, notice of the meeting shall be posted at the Cooperative at least 10 days prior to the annual meeting.

The purpose of the annual meeting is to provide an opportunity for the Board and members to discuss the activities of the Cooperative. The Board shall establish the agenda for the annual meeting in a manner that allows for members to propose agenda items.

7. MEMBER VOTING In all instances of member voting, ballots may be received at the Cooperative, by mail, or at a meeting of members. No proxies are allowed and each active member shall have one vote. Unless otherwise specified in these bylaws, or by law, a simple majority vote is required for elections and other membership actions. The Board may prescribe additional rules and procedures for elections as appropriate. The Board shall take steps to encourage maximum participation by the membership.

August 10 to Sept 10 application period.

Digital format required (unless reasonable accommodation is needed) and emailed to boardapplication@olympiafood.coop.

There are 4 openings for Directors of the *Board 2012*.

The *Annual Meeting* will be held on October 30th or Nov. 6th.

Annual Meeting Subcommittee: Fern, Eric, Rob, Erin

Boycott Subcommittee Update

The committee met and all members are committed to finishing the work. The next meeting is scheduled for August 11th. Polly would like to be active on the committee

instead of just facilitating. They would like to have another staff rep and facilitation support. Ron committed to being more engaged with the committee.

- Jayne will solicit another Staff Rep for the boycott subcommittee
- Ron and Rob will look into potential outside facilitator for the boycott subcommittee.

Committee Reports

Finance:

Did not meet.

Farm:

They are hosting a farm and garden tour both by bike and van on August 20th and 27th! Two board meetings ago Leigh Gates attended to propose a fish farming demo. She was referred to the committee and attended a meeting. They referred her to the Outreach and Education committee so that she can teach “how to” classes as she perfects her system. They also talked about best labor practices, and how to gauge them

CECOSESOLA:

Board members Erin, John and Jayne met and discussed goals and talked about qualifications for potential candidates from staff. They set a date and time for an informational meeting (Sept 8th at 5:30 pm). There are two staff members interested in serving on the committee, Emily and Keziah. They will be crafting a vision statement and will present it to the board.

Outreach:

Sept 18th is our Harvest Party at Lion’s Park. It would be great for board members to attend.

Branding work continues.

Hiring:

Hiring talked about confidentiality in the hiring process, and anti oppression work in how we hire. The committee was excited by the member engagement process and are working on hiring handbook edits and a requirement brochure.

- *Jayne adds that she is still working on anti oppression training for the Board as a whole.*

Erin asks if it is a requirement for Board members? It is for Staff and should be for the Board.

Next Meeting

- Little House
- Extra Staff position to the Board.
- Staff Board Relationship
- Board Structure (length of terms)
- Annual Meeting Subcommittee Report

- Guidelines for Media present at Board Meetings Proposal
- Hiring handbook changes.
- Add to board meetings more reports/trainings from staff groups (MCAT, Finance etc)

Commitments

- *Jayne will solicit another Staff Rep for the boycott subcommittee*
- *Jayne will talk to Jason about temporary options for publicizing Committees on the website (held over from May mtg)*
- *Jayne will continue to work on scheduling anti oppression training for the Board as a whole.*

Attached Documents

1. Budget Update Proposal

TO: Board

DATE: 24 May '11

FROM: Corey for the bookies

RE: Proposed adjustments to Board-approved 2011 Budget

While entering 2011 Budget information into our accounting system, we had the opportunity to review the numbers as we separated individual expense line totals by quarter. We found that there were some discrepancies that were missed during last year's budget process. These are minimal and have no impact on either revenue or our large labor expense lines.

As background, our Facilities CAT representatives oversee many expense line items: Supplies, Maintenance & Repair (M&R), Utilities, Telephone and Recycling. Some of these budgets were broken out by store (Supplies, M&R, Recycling) while others were estimated as a lump sum for the organization (Telephone and Utilities). In addition, Grace became responsible for estimating these budgets for the downtown office (Admin). The discrepancies surfaced while trying to decipher if and/or how the budget amounts submitted by the Facilities CAT included the Admin portion. The following are the budget adjustments we propose:

- reduce the Admin Recycling budget from \$1000 to \$360 to reflect actual fees. This budget was higher due to one-time recycling costs incurred in 2010 for the removal of unneeded furniture and equipment in the office.
- increase the Telephone budget from \$14,000 to \$15,000 to reflect all actual current costs.
- increase the total Utilities budget by \$4280 to include the Admin portion which had been accidentally omitted.

The overall impact of these adjustments is an increase of \$4640 to our total annual expenses. The budget that was approved last December had a budgeted net profit of \$33,830 – these changes will decrease this net profit to \$29,190.

2. Hiring Proposal

July 5, 2011

To: All Staff

From: Mish and Emily

Re: Another Hiring Proposal!

- The proposal to hire 4 new staff has passed.
- The proposal to hire someone to be trained as a Grocery Manager also passed.

PROPOSAL: We hire 5 people, instead of 4, in our current hiring process.

Training, Hiring and Scheduling Coordinators will collaborate to fill current shift and management needs with the new hires.

The goals for this new hiring are:

1. Hiring will prioritize offering jobs to qualified applicants who desire full-time work (30+) and who can fill current openings in Grocery, Deli, Produce and Fems.

Ideal candidates could potentially be:

- A. One experienced natural foods Grocery Dept Manager
- B. Two experienced Deli/Front End workers
- C. Two experienced Produce/Front End workers

Potential training schedule (depending on shift openings):

Sept: All 5 new staff trained in Fe/ms shifts and receive overviews in all depts

Oct: 2 trained in Deli, 2 trained in Produce, 1 trained in Grocery
manage/WAC/BC

2. Ask new staff to commit to the following:
 - Be available for at least 30 hours/week of training/shifts for two months of training
 - Train in at least 2 Depts each
 - Join a Dept and commit to it for 1 year
3. Training Coordinators agree to help organize 2 months of training with Dept input

*Give feedback about training to Jayne & Mish (Alejandra plans to shadow and participate in the next new staff training).