



Board Meeting Minutes

12.15.2011

Attendance: Julia, John Nason, Rob Richards, Jayne (*staff rep*), Rochelle Gause, John Regan, Ron Lavigne, Erin Genia, Fern (*notes*)

Agenda

Announcements
Mission statement / Agenda Review
Commitments review
Member comment
BPC Report
New Vice President selection
Committee reports
Expansion committee direction brainstorm
2012 budget
Personnel and hiring *Executive Session*
Meeting Eval / commitments / next facilitator

Announcements

Eric will not be here.
Erin will be late.
Rochelle needs to leave early.

Member comment

None

Commitments review

- Harry will bring back the personnel proposal for the boards final consent
Yes, it will be presented later in agenda during Executive session
- Jayne will notify CSF of the Boards decision regarding their request
No.

BPC Report

No one was able to attend from the Big Picture CAT. However, BPC member Adam sent an email report. *See Attached Document 1.*

New Vice President selection

Proposal:

Rob Richards will serve as the Vice president for the remainder of 2011.

Consent

Stand aside- Rob

Committee Reports

Farm and Local Products- the committee continues to work on a checklist of labor standards. They hope to discuss this work with local farms at the Annual Farmers Meeting in January. In hopes that we can co operatively come up with something that farms would find useful and possibly adopt.

2012- They are developing a 2012 community committee to hold a conference in May. The North West center for cooperative development will be attending as well as faculty from evergreen. NWCDC will be hosting their own conference in October to build co-operative support and local food systems. There is also a national co-operative conference in October, which will be held in Seattle.

Newsletter- each issue in 2012 will have an article related to the year of the co-op, next committee person needs to make a schedule for the board report.

Personnel – working on emergency leave fund proposal, which may include limits to access the funds and changes in the procedure to access funds. There is a hiring proposal which is coming to the board tonight. Personnel committee is updating the personnel policy from the changes made due to the new accountability system. Personnel is soliciting a new board member, please review the charter as the role of this position has changed.

Outreach- logo possibilities were received from the Sherwood press. They will bring them to staff meetings next week to gather feedback. A postcard will be mailed to members starting January 2. They also will be tabling in front of the stores. Finally Outreach will meet and select a logo recommendation to the board for final decision. A Food drive will be held this spring for the Food Bank. They also are wrapping up taking donations for the Jerusalem Peacemakers.

Expansion committee Direction Brainstorm

- How to work with the co-op conversation process?
- Review expansion history
- Comprehensive Plan to develop the two properties.
- Prioritize Staff involvement and buy in
- Clarify realistic options and pros and cons of every expansion project (financial estimates)
- Identify needs of organization within expansion vs. shiny ponies (involve staff)
- What problems are we trying to address?

2012 budget

Harry presented the proposed 2012 budget and was looking for board consent. The budget has included four months of staff action. The Finance committee has reviewed the final version and recommends that the board accept this budget. The final budget projects 13.8 million in sales. Budgeted net profit of \$74,476.

Proposal:

**The Board accepts the final version of the 2012 budget, as recommended by Finance
CAT**

Consent

Personnel and Hiring

Executive Session

Personnel –

Adopt the proposal with addendum 2

Include the functional equivalent of a signing statement:

The board is concerned with the financial cost of overtime pay. We ask the staff to work with us to address this financial concern.

Consent

Stand Aside – Rob

- Jayne, Harry and Fern will craft a signing statement for the personnel proposal and post for staff.

Hiring –

Proposal: The Hiring team will hire four full time employees

Consent

Meeting Eval/ Next facilitator

Commitments

- Jayne, Harry and Fern will craft a signing statement for the personnel proposal and post for staff
- Jayne will notify CSF of the Boards decision regarding their request

Next Meeting

2012 Officer assignment

2012 committee assignment
BPC Report
Expansion Report

Attached Documents

1. BPC REPORT

12.15.2011
BPC Report to the BOD

The last month has drawn us closer to the end of yet another fine year. The Co-op Staff have made it through another busy late November, we have ‘wrapped up’ the 2012 Budget -like a gift that will keep on giving in the coming year-, we have made progress on a few large procedural items, we have gained a better understanding of a new fiscal tool, and Labor Departments have created the criteria for Dept. membership, as well as consenting to and filling the Dept Coordinator job description. Whew!

Although we are in full swing of the American Consumer buying season, we can look back at one “holiday” with relief that we made it through, again. We’re talking Turkey Time! Sales were strong at both stores, we seemed well staffed, and we definitely had plenty of Turkeys for everyone, and butter, and eggs, and celery, and yams, and nog, and stuffing mix, and squash, and.....

We did notice a drop in Turkey sales volume, either folks opted out of purchasing a bird and/or they went to another big store and bought one for cheaper, where they most likely bought other items as well. So to see strong sales through all that is a good thing.

The Budget seemed to all come together, as you surely will learn more about here tonight, and Staff were introduced to a new tool this year called Sales per Labor Hour, or- as we have the need for acronyms around here- SPLH (pronounced spleh, with sort of a sneer of disgust). This tool helps us understand the ratio of sales a dept generates for every labor hour worked in that dept. From this we can come up with a data driven decision process to determine how many labor hours a dept “should” get for the following year in our budget process. This way of coming up with the Labor hours for each Dept cut Staff discussion time drastically, not to say all discussions needs to be cut, but there are a lot of feelings about how much time one thinks they should get to do their job, and the discussions would go on and on and on, and not really be based in data or fact, but in how much labor someone *feels* they should get. SPLH gave us an exact number, one we could discuss, based on how much labor was actually spent in a Dept, and how much Sales that Labor generated. This was a bit tougher for the Front End/Cashiers, but we made it work for us overall, and we look forward to seeing how it works in this coming year. Some staff involved in Schedule CAT and Personnel have been working hard on many things, but I will mention two of them here: Part Time Non-Collective workers and How we Pay Ourselves. Some more progress has been made on the PTNC project, and the latest and greatest draft is coming to Staff Collective Meetings this coming week. While probably all staff can agree we need to figure out how to be able to fill our Labor needs better, especially when in a pinch, not all Staff are in agreement of how that will look exactly. PTNC is an idea that is not new, think Staff Subs, Paid Cashiers, some would argue Volunteers.... But it is an idea that tests

our Mission & Values, our process, and some staff's personal feelings about hierarchy. The fact that this is a tough one for Staff to figure out shows how passionate we are about maintaining all of the above, it shows how we want to do this "right" and not have it be dismantled a few years down the road, and we are utilizing the essence of Consensus, involving nearly 80 people! Also on the plate is How We Pay Ourselves, a project to do away with allotments/salary, changing to a system of hourly pay, and reducing the risk of Co-op liability amongst other things. This item will be coming to Staff in the coming months for further clarification and consent, but mentioning it here as a reminder that it is still being worked on.

The Staff Structure project headed by the BPC is also a works in progress. It continues to be worked on; in fact, the BPC got a little help recently as Labor Depts consented to 2 things: Labor Dept Membership Criteria and Dept Coordinator job descriptions were filled. Each labor Dept having its own Dept Coordinator will help free up the BPC from so many tedious daily tasks that can bog us down in the day to day when we are trying to keep our heads up looking at the, well, the Big Picture! Dept Coordinators will help keep mtg notes in order, help with creating and posting mtg agendas, organize a dept's work plans, agenda ideas, training ideas, keep email conversation real and follow through with all the little ins and outs that occur in them. They will help take a large load off BPC's shoulders, and that in turn will free us up to accomplish more, like Staff Structure Project!

Labor Dept Membership Criteria is a great thing to have in place because this now tells us who should be mtg where, with whom, and perhaps most importantly, where each Staff person's "home base" is, where all Personnel related procedures for each Staff person is carried out. Trainings and Evaluations are two examples.

Please feel free to ask questions, Jayne would love to write them down and forward them to us if she can't answer them herself. A BPC rep will be here for January BOD mtg. Sorry I was unable to be here in person, but I am so long winded that I probably saved you at least 10 minutes of agenda time by writing this instead of being present!

Thank you for your work as well, and Welcome New BOD Members!

Sincerely, but not too seriously,

Adam for the BPC