



**Board Meeting Minutes**~~BOARD MEETING~~  
8/16/2012

**Attendance**

Jayne, Fern, Josh S, Eric M, John R, Cezanne L, Rochelle G, Jayne K (Staff Rep), Fern M (Board Observer), Harry L (Facilitator)

**Absent**

**Erin G**

**Agenda**

<b>Announcements</b>	<b>2 min</b>
<b>Mission Statement/ Commitments Review</b>	<b>3 min</b>
<b>Member Comment</b>	<b>5 min</b>
<b>BPC Report</b>	<b>5 min</b>
<b>Expansion update</b>	<b>30 min</b>
<b>2012 Proposal</b>	<b>15 min</b>
<b>Committee Reports</b>	<b>15 min</b>
<b>Strategic Plan Priorities &amp; Next Steps</b>	<b>45 min</b>
<b>Annual Meeting &amp; Elections Update</b>	<b>15 min</b>
<b>Board Vacancies/Appointments</b>	<b>45 min</b>

**Commitments**

- *Ami will work out details for the Labor Day store closure and bring any budgetary requests to the next Board meeting.*  
*No Requests received*
- *Eric will set up a doodle poll for Board Recruitment tabling.*

Complete, tailing is active

- *Michelle will email election positions to the Newsletter ASAP*

Complete

### Announcements

- Erin will not be here due to illness
- The City has approved our request to set up offices at the Little House.
- Jayne received a request. There from is a graduate student who would like to talk to one or more Board members before the 31<sup>st</sup> of August for her thesis about co-ops and food systems
- The NCBA Conference will take place in October in Seattle, which will be followed by the Cultivating Co-ops conference. If you are interested let Jayne know by the end of this month.

### BPC Report

Emailed report sent by staff member.

Bradley

‘ The collective is in full swing with the planning of the 2013 Budget. This year, we continue to evolve into department structured organization; this changes our budget process as we are more than any other year developing Department Work Plans for 2013 from which department financial reps use to project Sales Per Labor Hour Goals, meet with Financial Cat and help create a more collectively integrated budget planning process.

The collective is preparing for all staff Restorative Circle, of course, on Labor Day. Also, this year's Harvest Party on Sept 9th is combined with the volunteer appreciation party; much is going on with planning this. Please come 1-6 at the eastside.

CAT transformations continue slowly, but clear progress is being made.

Merchandising Cat is bringing to the collective the, Department Merchandising Coordinator Job Description; this will further support the Cat's link with the Department Structure and a flow of information between Departments and Merchandising Coordination.

Collective Process continues to evolve. BPC is preparing a 3rd consensus agenda items at collective meetings. Also, there are some new proposals regarding what to do with process breakdowns in the current system. This is really about working with what we actually are - how we do actually practice collective process and how to improve and clarify this. In the long term out of this, Our long term goal, besides the internal evolution of our consensus process, is to have more resources about Consensus Practices available for other Co-ops and organizations.

---

The Eastside has been full of changes, as you have seen; these projects have continued to take time and effort from staff. For example, the new deli salad bar means - more food which means, more production. New meat cooler means- more distributors, more products, more stocking, etc.

---

Schedule Cat has been gathering feedback (feedback (again) from the collective regarding Part Time Non Collective workers proposals which proposals, which have been brought earlier. They are also working on proposals to improve our internal scheduling systems.

Big Picture Cat just proposed to the collective that staff Joanna fills the open position. The cat is still down as Mo is on maternity leave.

---

There are so many projects in the works, beyond the day-to-day, it is quite amazing.

Coming up, we are looking at the coordinated installation of a Central Server for our computer network.

And, we are close to purchasing a new POS System for the stores. Just to give you an example for perspective, the current POS system requires every single sale item to be entered by hand with a 10 key. The labor saving alone of this new system will pay for itself; we will be able to link excel spreadsheets and simply load specials fairly directly from UNFI.

A year ago, we collectively launched our new Accountability System. A year later, we are about to start to review where we are at with the implementation, what is working, and where we still need to evolve the old internal structures to reach full implementation.

---

I want to add I would come to all Board meetings to give this report, but I have my children on thursdays and work the other parts of the week. As we evolve as a Cat, I will bring back to BPC about how we can start to have a regular rep coming to Board meetings. Sorry about the disconnect.

Also, we look forward to working together on Strategic Goals.

Thanks for your work on all of this.

Bradley for BPC'

---

CezanneEZANNE added that Bradley, Erin G and her are setting up time to start coordinating between the Staff and Board together more.

## Expansion Update

The Expansion Committee attended the last round of collective meetings and received feedback about their proposal. Feed back from staff was largely positive. People did bring up that they hope expansion does not abandon the idea of a downtown store.

*Insert proposal.*

The Expansion Committee is seeking We need the Bboards approval before they we share the goals with the membership.

The Expansion Committee also requests the approval We want to hire a commercial buildingn inspector to inspect the Eeastside store, and a retail consultant. The committee will also be applying, for and will be using the merchandising services through NCGA.

Feedback

Add to narrative: 'during the next three years we will evaluate the exisitingexisting structure' add to narrative to members and staff.

**Proposal:**

The Board approves of focusing immediate (1-3 years) Co-op expansion efforts at the Eastside and Westside locations and authorizes the expansion committee to hire a consultant(s) in support of further planning. **Insert proposal?**

**CONSENT**

**STAND ASIDE- Jayne**

**2012 Proposal**

The 2012 Committee presented their proposal to the Board. This proposal is is what came out of the co-op conference and discussions with CECOCESOLA. This is what the committee's recommendation of what would like the co-op should to do. There are two areas that are critical: 1) obstacles; education and awareness and 2) , no network/organization for co-ops within the community. This proposal has no specific functions or events planned, but it is intended to allocate a budget for this work next year.

What are the funds being allocated too? Rochelle asks.

The specific allocation, when determined, would be approved by the Board, , perhaps another convention.

There was discussion about Sstaff on the committee and their continued role, if it is volunteer or a board approved coordination role. This will continue to be discussed separately and will be proposed by Sstaff.

**Proposal:**

The

Olympia Food Coop shall endeavor to create and participate in a new local organization of cooperatives for the purpose of:

- *Encouraging the development of new cooperatives.*
- *Identifying local needs potentially served by cooperatives.*
- *Reciprocal sharing of resources*
- *Education; workshops, conferences and exchanges*

Olympia Food Coop shall allocate \$3,000 of the Board's 2013 budget for this purpose. One or more Board members will work to create this organization with regular progress reports to the board.

**Insert proposal-** \_\_\_\_\_

\_\_\_\_\_ CONSENT

**Board Vacancies/ Appointment**

ts

**Proposal:**

In order to staff the Board without changing the established Board election cycle of half of the Board turning over each year, the Bboard will open five positions during the election. To fill the vacancies created by mid term resignations, the Bboard will appoint two people after the Oct-Nov 2012 elections to finish the vacated terms to the end of 2013.

\_\_\_\_\_ CONSENT

- **Jayne will talk to Ron and Alyson**
- **Rochelle will talk to Dani**
- **Everyone will recruit**

**Jayne will talk to ron and alyson**

**Rochelle will talk to dani**

**Everyone will recruit**

- **Eric will talk to Jjohn n**

**Strategic Plan Priorities And Next Steps**

Jayne presented brought the strategic plan prioiritespriorities atto staff meetings and gathered feedback. She then wrote up a new summary including feedback and revisions. Jayne sought consent on the ‘Strategic Plan Priorities’ document from the Board.

Feedback

- Add to Ppriority 1:one ‘is immediate to completion 2013 for budgetary purposes.’
- Priority 2 and 3: ‘within the next three years.’

The Board requests a ‘Values Sstrategic Pplan Sstatement’ and a Time linee document.

**Proposal:**

**The Board approves the Strategic Plan Priorities.**

===== CONSENT

**Priorities to fund:**

**Goal 1: 1- 3 YRS**

**Next steps:**

**Reviewing Bbylaws**

The Board will begin by-law discussion at September Board Meeting.

**, Reviewing Committees,**

The Board will review committees at the September Board Meeting.

Committees will be asked to conduct self-evaluations;

Committee effectiveness

Committee decision-making

What do see your role as in the future?

Name priorities that you are serving

How does it work and not work about serving both board and staff?

Staff/ Board/ Membership relations

Is your charter up to date? What changes does it need.

**Review Legal Status Of Organization.**

Harry and Cezanne agreed to form a Task Force of the Board to investigate and will report back.

- **Jayne will solicit committee evaluations**
- **Everyone will review the bylaws**

reviewing legal status of organization.

Harry and Cezanne have agreed to be a task force of the board to investigate and report on the legal status in September.

Next months agenda ~~add a by law review agenda item~~ and committee review.

Committee will conduct self evaluations of the committee effectiveness also committee decision making

What do see your role as in the future?

Name priorities that you are serving

How does it work and not work about serving both board and staff?

Staff/ Board/ Membership realtions

Is your charter up to date? What changes does it need.

**Decision making.**

***Everyone will review the bylaws***

**Jayne will solicit committee evaluation**

**Committee Reports**

**Newsletter-** New partially designed newsletter! The committee is also y are thinking of changing the name., A that recommendation would must come to the Board for consent.

*Finance-* Eric will be appointed to the finance committee as the Board representative till the end of the 2012 year. Overall Sales are great. Expenses are also great. Taxes were sent off. Finance CAT cat wants to form a task force to begin talking form a task force about discount usage and procedures.

#### *Member Relations-*

*Expansion-* Nneeds a new Bboard rep member as Rrob has resigned. Josh volunteers for the Expansion committee.

*Eco planning-* Jayne will check in with the eco planning about not meeting as of late.

*Hiring-* Eeric has offered to serve on the committee and has not been contacted.

*Local –* have created stickers for restaurants for the farm to restaurant program. There was, extensive discussion on farmers who sell to the co-op in creating a fund that would lead to farmers who sell to the co-op to provide starting capital for the season. It would likely be based on previous years sales that would provide starting capital for the season. Staff Member Erin is working on a very general proposal for review by the Finance committee.

---

*Outreach-* continuing to work on planning the Harvest Pparty and implementing branding

*Personnel-* meeting next week

- Jayne will check in with the eco planning about not meeting as of late.

#### Annual Meeting / Elections

Jayne will send an email to the member relations committee to seek assistance in planning the annual meeting.

We also need to send out the mailing notifying the membership of the Annual Meeting as per the by laws.

- Jayne will send an email to Member Relations about the Annual Meeting.
- 

#### Commitments

- Jayne will talk to Ron and Alyson
- Rochelle will talk to Dani
- Everyone will recruit
- Eric will talk to John n

- Jayne will solicit committee evaluations
- Everyone will review the bylaws
- Jayne will send an email to Member Relations about the Annual Meeting.
- Jayne will check in with the eco planning about not meeting as of late.

#### Next Meeting

- By Law Review
- Committee Evals And Review

C

- Annual Meeting / Elections
- Strategic Plan / Next Steps
- Committees Review