



Board Meeting Minutes

9/20/2012

Attendance: Jayne K (*Staff Rep*), Fern M (*Board Observer/Notes*), Josh S, Erin G, Eric M, John R

Absent: Cezanne L, Rochelle G

Announcements

None

Member Comment

None

Agenda

Announcements

Mission Statement / Commitments Review

Board Minutes Review

Member Comment

Restorative Circle Report

BPC Report

Referendum 74 Endorsement

Appoint a Vice President

Committee Reports

Annual Meeting and Elections Update

Bylaws Review (*Tabled*)

Committees Review pt 1 (*Tabled*)

Executive session (Teamsters Strike and NCGA Contract)

Commitments review

- **Jayne will solicit committee evaluations**
Complete, two evaluations pending
- **Everyone will review the bylaws**
Complete, agenda item tabled to October Meeting
- **Jayne will send an email to Member Relations about the Annual Meeting.**
Complete, meeting in progress

- ***Jayne will check in with the eco planning about not meeting as of late.***
Yes, no reply from committee

Board Minutes Review

August minutes – **Consent**

Stand Aside - Erin

BPC Report

BPC hopes to send a rep to future Board meetings, it has been difficult as of late.

Emailed report:

What we are up to and what the staff is up to:

The first all staff restorative circle had 100% participation, other than vacation and sick. This has been in design for several years and it was a huge success. Staff were grateful for the experience to be all together and we were even able to take a staff photo. It had a tremendous positive impact on our morale and really displayed the love and faith that we all have in the organization. We are continuing prep work to lead the collective in restructuring decision making with another training at this collective meeting. We are developing an all staff workshop for the winter. Budget Process is moving along. Draft 1 will come to collective meetings. Department Evals have been carried out and our process for this is being further refined for the next evaluation cycle. We are also making preparations for our CAT evaluations. Volunteer CAT is launching the new volunteer database and training all staff on the system at collective meetings. Joanna has joined the BPC team. The harvest party was great. Attendance was good and people really enjoyed it.

Erin met with BPC recently. They went over the strategic priorities. They talked about number one in great length. They would like to know if there is range of dollars or a specifically defined goal of what increased revenue is. The Board discussed and agreed that goal 1 is a long-term goal; it is based in increasing space to provide more ergonomic shopping experience. The Board does not have a concrete goal or a number to assign to the increased revenue projected by expansion. Fern shared that expansion has made measurable goals for the Westside remodel. And Eastside goals will be generated next year in the planning phase. Erin and the BPC also talked about the part time non-collective worker proposal and how it relates to expansion. One suggestion was that the Board think about urging the conversation to move forward, or for the board to host a forum to talk about the underlying issues to the proposal.

Restorative Circle Report Back

Ami wrote a report detailing the many benefits of the staff restorative circle, which was the first time in many years that all of the collective members (minus a few folks sick or on vacation) have been together at one time. The beautiful all-staff picture taken at the circle is on the wall of the meeting room! Jayne spoke about the positive affects of the circle and how reinvigorated the collective feels.

Ref 74 Endorsement

The prior Board endorsed Ref 71 a few years ago, and the request to endorse Referendum 74 has been presented.

Proposal:

The Olympia Food Co-op endorses Ref 74 because it is in accordance with our mission and values.

CONSENT

Appoint a VP

Proposal:

Vice President – Joshua Simpson

CONSENT

STAND ASIDE– Josh

Committee Reports

Finance- did not meet. They still need to complete their self-Eval.

Local- did not meet.

2012- is trying to figure out what direction to take, a lot of people were on vacation. There are multiple directions. They are hoping to glean guidance from the upcoming conferences in Seattle. The Monday after Thanksgiving they will be meeting with a Buddhist monk who is very active in the co-op movement, he helped organize a large co-op conference in Latin America.

Member Relations – spent time on committee self-Eval, which was time well spent, having just gone through the Co-op Conversation. They also worked with the budget requests and work plan for 2013. Cezanne and Eric attended to talk about the Annual Meeting. They gave suggestions that may have implications for budgeting. They also suggested taking a poll of some kind at the meeting to glean ideas and suggestions about how to continue engagement possibilities. They are still working on the ‘Member Handbook’ creation. They also talked about work plan in relation to the Board strategic priorities. Next meeting they will take a good look at their charter most notably discerning if there should be more members-at-large on the committee.

Newsletter- another newsletter is coming out, the election edition.

Expansion- working on budgeting for 2013 (little house garden center, and remodel of the Westside.) A proposal is going through staff about the eastside mural.

Outreach - Are working on many projects, including a community ad campaign in 2013 and a volunteer speakers’ bureau.

Standing Hiring- Eric volunteered to serve on this committee, but with his term ending this year and the lengthy training required to join the group, they declined his offer and would like to assign a new Board Rep next year.

Personnel- The drug and alcohol policy is being reworked, it went to Collective meetings and two out of three groups consented. The third group had blocking concerns. It is now reworded and in the journals.

Round Up

There is no concrete process for the round up system at the registers. South Sound Community Farmland Trust is accepting donations currently and would like to post information/signage in the stores. If SSCFT can provide text we could have the signage coordinator mock up a sign. We also could include information on Facebook and our blog and perhaps table talkers in the eating area or posters. Signage at the registers should include all round up options in one sign. The board would like a process to be created for the roundup at the registers.

Proposal:

The Board authorizes signage for the round up at the registers and a process to be created by staff.

Consent

Annual Meeting and Elections

Cezanne and Eric met last week with the Member Relations Committee. They also worked on the agenda; music, welcome, candidates, booths would include committees of the board, BPC, staff at each booth, diagram of staff structure, general info table with membership forms, ballots, envelopes and ballot boxes.

Jayne suggests getting staff to attend with pay, she will write an extra pay proposal.

Brainstorm:

Suggestion forms, comment cards, and business cards to hand out email addresses of staff people. Invites for board committees and guidelines. (Include interactive displays, murals, forms, etc) Invites for candidates. Time for open space, food, engagement discussion, meeting eval, member comment.

- *Fern will email all for next annual meeting committee meeting*
- *Jayne will write an extra pay proposal for staff to attend the Annual Meeting*

Commitments

- *Jayne will invite schedule cat to present about PTNC*
- *Everyone will review bylaws and note any possible change within the context of our strategic priorities*
- *Fern will email all for next annual meeting committee meeting*
- *Jayne will write an extra pay proposal for staff to attend the Annual Meeting*

Next Meeting

PTNC w/ Schedule CAT
Bylaws review
Committee Review
Annual Meeting Elections Update
BPC Report

Committee Self-Evals

We received self-evaluations from: 2012, Personnel, Member Relations, Outreach & Ed

We still need evaluations from: Hiring, Local Farms etc., Eco Planning, Finance,

2012 Committee Evaluation

Origin of Committee:

The 2012 Committee began as an AD Hoc committee of the OFC Board/Staff for the purpose of:

Facilitating an exchange with the Venezuelan Cooperative Cecosesola

Organize activities related to "2012 Year of the Cooperative"

The 2012 Committee activities include:

The visit of two OFC staff members to Cecosesola (Jan-Feb 2012)

The visit of four Cecosesola workers to OFC and local region (May-June 2012)

Community interactions through city proclamation, radio, website, meetings, lectures, etc.

Creating Cooperatives Conference (June 2012)

Current status:

Meeting at least once a month (last meeting on Wed, Aug 29th; next meeting Wed, Sep 12th)

Participation: includes one Board member, four OFC staff on a rotating basis, representative of Northwest Cooperative Development Center, staff of Flaming Eggplant Cooperative, several students and faculty members of The Evergreen State College.

Future Plans:

Community meeting Sep 29th (invitation to Creating Cooperatives email list; cooperatives within community) for the purpose of:

Evolving committee goals and mission

Continue providing community education and discussion about cooperatives.

Foster the development of 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

Fulfillment of "Top Priorities" of OFC Strategic Plan:

"...meet community needs in spheres of food systems and the local economy."

"...spread knowledge and skills on mission related topics in order to empower and improve our community."

Personnel Committee Self-Eval Questions

9/12

Who is currently on this committee? Do you have open staff, volunteer, or Board positions?

Kris, Kerry and Michelle Weber from Personnel, Ami from Conflict Resolution, Cezanne from the BOD; Joanna just left us to join BPC. We may have an opening for one staff member at large.

What is your committee's role in the Co-op? What projects are you working on? Do see yourself as having responsibility for attaining one or more of the Board's strategic priorities? How might you help the Co-op work on the priorities?

Our role in the Co-op is as stated in our charter; please see attached. We have been working to update the Personnel Policy, particularly to bring it in line with the ACT Final Document. We are working towards the goal of creating an Employee Handbook. We have passed an updated policy regarding bringing staff kids to work, and are on the final leg of getting approval for a new policy dealing with Drugs and Alcohol. We have begun work on procedures for dealing with shoppers who exhibit challenging behavioral issues (mental health, physical violence, shoplifting, etc). In the meantime, we have worked with the Training Committee to present de-escalation training for staff.

Our work underlies some or possibly all of the Board's strategic policies to greater or lesser extents; they will need to rely on a strong, healthy and cohesive staff collective presence to assist in carrying them out.

Is your charter up-to-date? What changes, if any, might it need?

Our charter was updated less than 2 years ago. We may need to address the committee make-up: it calls for 2 staff with Personnel-related job descriptions, 2 members at large, and 1-2 members of the Board. We could use one more member at large.

What does it mean to your group to be a Board committee (as opposed to, for instance, a staff committee)? Do you understand which decisions need to be made by your group and which should be brought to the entire Board, or by the staff? Are there barriers to getting things done that you face as a Board committee and if so, what are they?

Being a committee of the board is an opportunity to work more closely with and answer more directly to the BOD. Having an active BOD rep really helps make this happen. We generally feel clear about the decision-making protocol and are in support of getting staff input even in cases

where the BOD makes the ultimate decision. One barrier we face is that staff process can be lengthy in order to fully play out the consensus process and get solid buy-in. Another barrier is that there is still some lack of clarity stemming from the ACT document; we are currently trying to bring together representatives from all of the stakeholder groups dealing with various aspects of the Accountability System in order to focus on defining all of our roles more clearly, to lessen potential overlapping or duplication of work, and to make sure everyone has a seat at the Accountability table that is supposed to. A final barrier could be the difficulties of doing “HR” work, which often involves answering to state and federal workplace rules and laws, within a non-traditional workplace; Personnel workers have to walk a fine line between acting as “employers” and at the same time being part of the staff collective. This can cause internal friction at times due to perceived power imbalances.

Member Relations Committee (MRC)

By Erin, Lois, and Keziah

9/13/12

Who is currently on this committee? Do you have open staff, volunteer, or Board positions?

Board members: Erin Genia and *one vacancy*

Members-at-large: Lois Maffeo and Marilyn Clements

Staff members: Keziah Apuzen and Chie Okazaki

What is your committee's role in the Co-op? What projects are you working on? Do see yourself as having responsibility for attaining one or more of the Board's strategic priorities? How might you help the Co-op work on the priorities?

We serve as a liaison between the organization and the membership, particularly in facilitating communication between them.

With the Co-op Conversation, or a series of membership engagement meetings in Winter and Spring 2012, we enacted upon bringing the concerns of membership to the organization. Now we're working on addressing membership-based aspects of this project, such as creating a Member Handbook (which is also one of the tasks outlined under the MRC Charter), streamlining process for handling and documenting member complaints, and participating in the planning of Annual Meeting with the Annual Meeting Committee so that our committee may have a presence there.

We plan to participate in addressing the following supporting goals of the Board's strategic priorities:

#6) The Co-op will improve internal and external communication to create alignment and increase our effectiveness in meeting our mission.

#9) The Co-op will respond to customer and member needs and communicate how we are doing so.

#10) The Co-op will work with under-represented communities to co-create opportunities to “foster a socially and economically egalitarian society.”

Aside from creating a Member Handbook, we also plan to follow through with members’ request for future member engagement activities to further improve communication and rapport between the membership, Board, and staff. We plan to continue incorporating the Co-op’s anti-oppression values, as we have carried forth in the Co-op Conversation, in our communication and member engagement activities.

We’re in the process of refining our 2013 Work Plan that outlines our goals, which specifically address the Board priorities.

Is your charter up-to-date? What changes, if any, might it need?

Yes; however, we need clarification on the following tasks outlined under the charter (we’ve attached the MRC Charter) and perhaps update as needed:

#1) Respond to member complaints and concerns.

Which group (staff or board) is responsible for responding to Member complaints via clear chart/accountability loop? Give membership chart.

We need clarity about specific duties and their relation to other staff committees, such as customer/member complaints, tabling policy/guidelines.

#3) facilitate the member-initiated ballot procedure.

What are the procedures for this?

#6) organize more informal gatherings of staff/board/members so that people can get to know one another.

We’d like to change this to “Organize mechanisms for member engagement as needed.”

Under Committee Make Up, “One of the staff members will act as a committee coordinator,” Keziah will check in with Chie about sharing the role of the Committee Coordinator. With the previous make up, only one of the two staff acted as Committee Coordinator.

We also suggest having more members-at-large from 2-4 as we think this would be beneficial.

What does it mean to your group to be a Board committee (as opposed to, for instance, a staff committee)?

The Committee's work is specific to the Board because the Board represents the membership; hence, this Committee is essential for the Board.

Do you understand ~~which~~ decisions need to be made by your group and ~~which~~ should be brought ~~to the entire Board~~, or by the staff?

Yes, although more clarification would help.

Are there barriers to getting things done ~~that~~ you face as a Board committee and if so, ~~what~~ are they?

We find the following as barriers to our work:

- Not having enough time to work on membership issues.

Outreach & Education Committee Self-Eval Questions

Who is currently on ~~this~~ committee? Do you have open ~~staff~~, ~~volunteer~~, or Board positions?

Currently we have Jo(Open Staff), Jayne(Open Staff), Jenn K(Open Staff/Sign Coordinator), Shameka(Seasonal Helper), Jason(Open Staff), and Rochelle(BOD).

What ~~is~~ your committee's role in ~~the~~ Co-op?

Outreach and education, external communications in general, re-branding.

What ~~projects~~ are you ~~working~~ on?

We are working on updating all our outreach pamphlets, ie. " Shopper's guide to Collective Coops", "How to Shop on a Low Budget", and "The New Membership Zine". We are Re branding our business, Updating and Restructuring the website. We are Supporting The 2012 Committee, and The Coop Conversations.

Do see yourself as having responsibility for attaining one or more of the Board's strategic priorities?

We are involved in The Re branding, and our on-line connection and constant connection with membership is a priority of the BOD and Staff at Large. We are in charge of educating the membership about who we are, what we do, and why those things are important. We assist the membership in deepening and broadening their relationship with food.

Is your charter up-to-date? What ~~changes~~, if any, might ~~it~~ need?

Our charter doesn't reflect the bulk of external communications work that we do.

What does it mean to your group to be a Board committee (as opposed to, for instance, a staff committee)? Do you understand which decisions need to be made by your group and which should be brought to the entire Board, or by the staff? Are there barriers to getting things done that you face as a Board committee and if so, what are they?

The potential for The Board/ Staff collaboration on The Outreach and Education committee is most meaningful at the transfer point of the values, inspiration, and strategic goals of the organization. The power of this collaboration has yet to fully manifest. It is the hope of the committee that growth in this area will powerfully affect the future of the cooperative.

Expansion Committee Self Evaluation
29,2012

August

1. Who is currently on the committee?

Jayne (facilitator), Fern (expansion), Dan (Expansion), Suzanne (Member at large), Mj (facilities), Josh (Board Rep)

Do you have any open staff, volunteer or Board Positions?

No

2. What is your committee's role in the co-op?

Envision, Research and Guide expansion

What Projects are you working on?

Little House implementation, Westside remodel, Eastside remodel and evaluate and create warehouse at the eastside with potential other uses.

Do you see yourself as having responsibility for attaining one or more of the Board's strategic plan priorities?

Yes, specifically #1, #2, and #4. Further down the road we see ourselves having some part in #10

3. Is your charter up to date? What changes, if any, might it need?

We do not have a charter. We do not see that this needs to change as we are guided by our vision statement, problem statement and the co-ops mission statement.

4. What does it mean to your group to be a Board committee?

It is integral to our committee. The work of Expansion has to do with the co-op as a whole and to do the work we need input from all three levels of the co-op structure, staff, board, and the membership.

Do you understand what decisions need to be made by your group and which should be brought to the entire Board or by the Staff?

Yes, because we represent all levels of the co-op structure and are all versed and knowledgeable about the scope of responsibilities

Are there barriers to getting things done that you face as a Board Committee and if so, what are they?

No, we truly feel blessed to have a great combination of personalities and visions