



Board Meeting Minutes

3/21/2013

Attendance: Teresa Y, Josh S, Niki B, John R, Isabella R, Dani M, Ron L Cezanne L, Erin G, Jayne R (*Staff Rep*), Fern M (*Board Observer*), Grace C. (*Facilitator*)

Absent:

Agenda

Announcements
Mission Statements
Agenda Review / Commitments Review
Member Comment
Providence Letter
Staff Report
Membership Database and POS merge
Garden Center Business Plan
Committee Reports
Feedback *EXECUTIVE SESSION*
Commitments
Meeting Eval

Announcements

None

Commitments Review

- *Jayne will contact Board reps to Outreach with meeting times*
COMPLETE
- *Harry will talk to Adam about eco planning evolution*
PENDING
- *Jayne will send update to Staff about support for St. Pete's workers and will act as the contact for this effort*
COMPLETE
- *Teresa and Grace will draft a letter to the CEO and send to all*
COMPLETE
- *Dani as Board president will sign and send the letter once approved by March 5th*
COMPLETE

- *Check in with Josh about his commitment to membership on the Finance committee* COMPLETE
- *Grace will check in with BPC to see if any additional reps are needed* COMPLETE
- *Jayne will follow up with Environment Washington* COMPLETE

Member Comment

None

Providence Letter Draft

Teresa crafted a letter on behalf of the Olympia Food Co-op to the CEO of providence. The Board edited and redrafted the final letter in meeting.

Staff Report

BPC is in the middle of CAT evaluations. The daily work of the cats is trumping goal setting on the agenda, so it is taking longer. Everyone is very involved. Just starting BPC, Outreach and Evaluation CAT evaluations. BPC will bring strategic plan work forward and will be coming to Board with this in a few months. We are working on a multi-department approach to improve Westside sales in a way that is data driven and will create excitement and interest. BPC requested feedback on this report, whether it is helpful and what it should include. They want to make sure that the board is satisfied with the report content.

The Board appreciates:

- Heads-up on things like slumping sales
- General updates on how CATs and Depts. are doing

Membership Database and POS merge

The Co-op is upgrading our Point of Sale system in the next month, to the Catapult system. This new system gives us the opportunity to upgrade our membership database for free. Central, Bozeman, and Skagit all use it for their membership database. Mo, Membership Coordinator is presenting the possible membership/POS merge to the Board because would be a change for our membership. The membership merge will not happen on the same timeline as the main register upgrade (which will be in about a month.) Our database is currently an outdated software system which relies heavily on paper forms. It allows for many lost slips of paper and does not generate reports.

Membership plans to gather feedback and information on what the change would look like.

Erin adds that this change might help address conversations had within Member Relations stemming from the Co-op Conversation. To have access to more data internally would allow us to better serve the membership.

Data would not be used against our core values. We would create a strong privacy policy.

The work we are doing in reviewing membership systems, considering bylaws revisions, or the possibility of future patronage refunds would be helped by using this new system.

There will be newsletter articles, an email survey, and member forums on this topic. Contact Mo to help.

Garden Center Business Plan

Jayne presented the draft of the Garden Center business plan.

The business plan was presented to the collective this week and feedback was taken. This draft will be reviewed by the Finance Committee and Finance Team and more staff feedback will be gathered before it returns to the Board for final consent.

Feedback:

- Needs to include starting inventory
- Labor hours concern
- Cash and contingency planning
- Price for property and property tax
- Ongoing labor include benefits

Committee Reports

Co-op development- Co-opatopia is on May 4th at St. Martins pavilion. This event will celebrate our community of co-ops, education, and connecting local co-operatives.

Proposal:

The Board allocates \$250 as a sponsor which will come out of the existing \$3,000 budget for the committee.

CONSENT

CECOCESOLA has been contact with us and are interested in another exchange. This will come back for further discussion. First class on cooperatives was offered via the Co-op classes program and was attended by ten people.

Personnel- met twice since last Board meeting. The Personnel Policy update is still in the works.

Member Relations - need another staff member. They reviewed the financial information about the Co-op Converatsion. They gave feedback to Outreach about the new website plans.

Outreach- meeting next week

Outreach cat- is working on the website, Arts Walk (in April), bike-in movie at the Eastside (in the summer), two outdoor acoustic concerts at the Little House (also in the summer), and completed their self-evaluation for the collective.

Expansion- Niki attended her first meeting. They continue to work on zoning changes (Little House) with the city, plus the preliminary submission with the City for the Eastside warehouse project. They are continuing working on the Garden Center.

Standing hiring- hasn't met yet

#4 committee- reviewed legal codes and other possible co-op structures, gathered information on patronage and tax benefits, and they will digest and write up a report that shows all the options.

Local- The “Local Eats” sticker is here! Local farmers can give it to restaurants who buy local produce. They are considering doing the Local event at the Eastside this year.

Finance- meeting next week

Commitments

- *Harry will talk to Adam about eco planning evolution* PENDING
- *Grace will bring an advocacy proposal*

Meeting Eval

Next Meeting

Committee Reports