



Board Meeting Minutes

4.18.2013

Attendance

John R, Ron L, Dani M, Nikki B, Cezanne L, Josh S, Erin G, Harry L (*facilitator*), Jayne R (*Staff Rep*), Fern M (*Board Observer / notes*)

Absent: Isa Bella R

Agenda

Announcements
Mission Statement
Agenda Review + Commitments Review
Member Comment
Staff Report
Report Back from NCGA
Committee Reports
Executive Session
Commitments Review
Meeting Eval

Announcements

- Bicycle commuter contest this May! Volunteers can sign up for the Co-op team! Any one biking to the co-op who participates in the contest will get a prize at every visit to the co-op as well as be entered into a larger prize drawing at the end of the month.
- Artswalk next weekend! Here at the Co-op downtown office featuring staff artists and snacks. Stop by.

Commitments Review

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

Member Comment

- Joel Hansen from TULIP attended to introduce Tamra Marlowe who was recently hired as a business development officer to build relationships in the community and spread the word about TULIP. She really wants to spread the mission and construct partnerships.

- Joel also has been working with the Portland Meat Collective which creates relationships from producers to consumers and educates on butchery. They recently had a campaign on kick starter to expand the Meat Collective across the country. Keep your eyes open for the Olympia Meat Collective! They are looking for chefs, butchers, farmers, and a certified kitchen to work in.
- David Erde, a student and experimental film maker from Evergreen, wants to film a scene at the co-op for a film about his family history. He has been emailing back and forth with Outreach and was prompted to appeal to the board for permission to film within the co-op.
- ***Jayne will follow up with Staff about filming in the co-op and communicate with David.***

Staff Report

1. The coordination teams (CATs) are continuing to work on our evaluation process, coordinated by BPC, and those should be wrapped up by mid-May. Lots of work to do has been identified and it has been an important process for figuring out missing parts of job descriptions and ways that our different coordination groups need to interact and relate to each other better.

2. Collective meetings this week were well attended and we got to make some progress on personnel-related proposals and ideas to create a more flexible, variable scheduling process. At these meetings and cat meetings last week and next, our Financial Situation is at the top of all agendas, but I'm sure you'll be hearing all about that already...

3. Staff were excited to receive the newly logo-branded tshirts, aprons and hoodies and have been sporting them all over the stores.

4. We had a really successful Produce Drive for the Food Bank on Sat April 6 and generated quite a bit of produce and cash for them, they sent a nice letter thanking us for the collaboration. It was a busy day at the stores but worth it.

Report Back from NCGA

Nikki went to NCGA conference with Grace. NCGA is heavily focused on growth. We need to grow to educate about co-op governance and co-op systems. As stewards we should expand our footprint. We are an incredibly unique co-op. No other co-op there was consensus driven, except for Rainbow Grocery. There were great examples of small co-ops doing big work. Nikki also attended two different break out groups, and brought back a thumb drive with co-op profiles and other information. Connections were made with other co-ops that are experiencing the same things that we are and we look forward to emailing and corresponding further in the future. A very inspiring keynote speaker Bob Bowers who was heavily involved in the UK co-op grocer system, ratifying co-op governance, and even starting a co-operative energy alliance, and co-op childcare centers. Nikki is emailing him to get some slides from his presentation.

Three major points to take away:

Maintain a shared vision

Education and systems to share information

Clearly identify steps

Committee Reports

Expansion – recently had a pre sub with the city on the eastside lot, a very helpful meeting and the first step of many on the eastside expansion project. The Expansion team will continue to

work with the engineers and builders, trying to get to estimate on project costs to mock up a pro forma.

Finance - later

Local- did not meet

Personnel- did not meet

Member Relations – did not meet

Standing Hiring – Nikki's first meeting, talked about the hiring process and are continuing to work on a hiring pamphlet.

2012- Co-opatopia on May 4th, posters and stickers are all around town!

Bylaws Review – started the conversation of possible changes and are gathering information on how other co-ops operate. They prioritized the work and identified what were policy changes and which were by laws changes. They are currently researching co-op bylaws, and will draft sections which will be brought to the board at the next meeting.

Outreach- charter of the committee will be redrafted since the recent committee changes.

- **Jayne will create a doodle poll for board retreat**

Executive Session

Proposal: The Board authorizes the following proposals from Finance CAT

- 1) A moratorium on non-essential spending. This goes for non-labor expenses and labor expense.
- 2) A moratorium on Cap Plans. If there are plans that have started or have deposits or money invested already, we should complete them.
- 3) Finance CAT will review projects and budgets with Coordinators and CATs. They will negotiate and determine what projects/plans/expenses/labor are essential. If they cannot reach consensus, they will present the issue to the BPC who will make the final determination.
- 4) Finance and Labor CATs will review the labor budget and identify temporary cuts. Included in this may be a request to ask departments to identify a percentage labor cut. In general, we really want to focus on administrative labor and non-essential project labor. We will present the cuts for a short time for feedback and then Finance/Labor CAT will consent.
- 5) Using POS data, the Merchandising CAT will institute selective price increases. We will start with Grocery and Haba where there are Merch CAT reps who also manage these depts. Merch CAT will then seek a Dept Manger in other Depts to work with on selective price increases (longer term project)

6) Deli institute immediately a salad bar increase. Work with Merch CAT to determine amount (Finance CAT thought it should go up at least \$1/lb price. Accomplish this no later than May 15.

7) Finance CAT (with input from Finance Comm) will set criteria and benchmarks for lifting spending moratoriums

Consent

Proposal:

The Olympia Food Co-op Board of Directors authorizes a loan of \$120,000 from Heritage Bank to be used for the payment of the Catapult point of sale system.

Consent

Expansion

- The Board would like Expansion and Merchandising to continue work on the Westside Reset Plans quantifying sales increase estimates and whether to finance this work or hold off till next year
- Finish business plan for garden center, hold off for 2014
- Finish in house pro formae by june

Commitments

- *Jayne will follow up with Staff about filming in the co-op and communicate with David.*
- *Jayne will create a doodle poll for board retreat*

Next Meeting

Member Comment
Staff Report
Committee reports
Bylaw review

Meeting Eval

A break would be nice