



Board Meeting Minutes

3.20.2014

Attendance:

Alejandro Rugarcia (*Staff Rep*), Fern Moore (*Board Observer*), Grace Cox (*Facilitator*), Niki Bilodeau, Mohammed Al Sokkary, Dani Madrone, John Regan, Josh Simpson, Erin Genia

Absent: Teresa Young, Isabella Rogol, Micheal Snow

Announcements

- Teresa is ill
- Micheal is unable to attend
- Membership systems and Catapult agenda item will be postponed till next month, due to the presenter being ill
- Alejandro would like everyone to know that he coordinates the Working Member program and would like everyone to email him his hours he can log them for you instead of doing it at the store.
- The Task force #4 recommendations and next steps will be postponed due to illness
- The 20th Anniversary of the Eastside Store is next month. We will be hosting a birthday party on Saturday the 5th of April, featuring in store demos, birthday cake, birthday hats and 20 deep discounts.

Agenda

Announcements

Mission Statement

Agenda Review

Member Comment

Commitments Review

Staff Report

Member Relations and Outreach Merge

Membership system and Catapult

TABELED

Board Pictures and curriculum

BREAK

Task force #4 recommendations and next steps

TABELED

Committee Reports

**Communications Draft
Commitments
Meeting Eval**

Member Comment

- **Kat Darger**- is one of the owners of the New Moon Cooperative. She Attended to address the Board about The Columbia Heights housing development. The Columbia Heights will be a 7 story apartment building next door to New Moon. As a collective they are against it for numerous reasons, they are unsure as of what they can do as it has been in the works for several years. They want people to know that it is happening. The first level of the building will be retail space, which could be a site for the Food Co-op to have a location. The construction is supposed to take a year and half and they are concerned about the impact on their business as they are operating with debt already. They are concerned about the health of co-operatives downtown and want it to be in the Boards mind moving forward. This current issue of Olympia Power and Light has a large editorial about the development.
- **Greg Black** -Meeting notes are appreciated, and the work of the board is highly appreciated.

Commitments Review

- **Alejandro will get a report on the Accountability survey results**
Complete, will be included in the Staff Report
- **Alejandro will send out the Staff board restorative circle document to all** *Complete*
- **TaskForce#4 will meet and make a recommendation on next steps before the April meeting and write a small report to include in the newsletter**
Complete, but agenda item is postponed due to illness
- **John R. Will work with Erin M. about contacting the Olympian for a follow up article.**
Complete. John sent in a letter about, the response was that the publisher was pleased to receive a written letter. They printed a retraction, we have asked where it was in print and we have not heard back.

Staff Report

The Big Picture CAT has gathered all the information from the Accountability survey. There were some shared key points. Among them confusion between the wording of what the accountability documents say and what is currently in practice. Specifically the Assessment and Inquiry Team, the questions include, where is the entry point and what job descriptions include that work, to what degree do we not have transparency and still operate as a collective. BPC was going to attend collective meetings this past month and comments were made from people within the system that made them question their plan. They will be holding a long meeting to try and find the best path for how to move forward with collaboration.

Evals are still on schedule, and other support processes are being used. In this round of meetings we were presented with a proposal about a documentation process for staff expectations. A lot of projects are in the works and that is providing a lot of excitement.

Member Relations and Outreach Committees Merge

See Attached Document #1

This conversation has been going on between the committees and within the organization for a few months. The committees recently examined all the responsibilities and identified overlap between them.

Board Feedback:

Specify that the Outreach committee will have a Staff position that is also on Outreach CAT

Keep the donations within the Board and not as a task force

Priorities for ongoing donations will be difficult as donations are given as events happen and who asks for a donation.

Round ups are mostly internally generated; Outreach CAT could assist in providing information in the stores about round up options.

Change oversea to oversee

Proposal:

The Member Relations Committee and the Outreach Committee of the Board will become one committee. This committee will be known as the Member Relations Committee and will consist of 2-4 Staff members, 1-4 members at large, and 2-4 Board members.

Consent

Board Pictures and Curriculum

Alejandro would like to post a Board of Directors board at both stores with updates, information, and a photo of the Board. Alejandro would like the Board to consider what they would like included on this board. (Committee memberships, upcoming meetings and events) Jeff Spring, a Co-op member and professional photographer offered to attend a future board meeting to photograph the Board. Erin wonders about a group photo instead of individual head shots, and if it would have a web presence.

Proposal:

The Board authorizes the installation of a Board board in the stores and the publication of photos on the website.

Consent

- ***Alejandro will create the Board board***
- ***Alejandro will coordinate with MCAT about the Board board placement within the stores***

Committee Reports

Outreach – met about the merge of Outreach and Member relations. Outreach after this meeting is no longer a committee.

Finance – has not met. Sales have been strong at both stores.

Personnel- absent

Local- met March 12th and discussed the 'Buy Local' stickers. They are also creating two 'Local Eats' events one in the spring and one in the fall. They went over applications for new committee members. They also discussed the article in the Olympian and would like the newsletter to do an issue on local foods.

- ***Fern will contact the newsletter about the Local committees interest in a Local food focused newsletter***

Co-op Development - consented to a vision and mission statement. They will be discussing the name of the co-operative network, and prioritizing goals from the brainstorm.

Hiring – completed the hiring of 5 new Staff members. They will meet next month to glean goals for the upcoming year and discuss hiring outreach.

Member Relations - They talked about the membership system and the Catapult interface. They also continued more work on the Member hand book.

Expansion- the new fence at the Little House is up and the Garden Center work is in full swing. Concrete work is next. Outreach is working on signage for the site, so that information is available to members and inquiring minds. The POS system is in the works.

The Westside remodel is on track for mid to late July. The committee will be presenting the West reset to collective meetings in April, after which there will be a two week final feedback process for the collective.

- ***Fern will see if maxim can attend the board meeting next month to present the 3d rendering of the reset***

Eco Planning – the two staff members on the committee will meet and then contact the Board members. The work of this committee has not been budgeted for this year. The Staff on the committee would like to construct a work plan for 2015 and a budget request. The Staff members will access special projects funds for meetings this year. They will need to revisit the charter, mission and vision.

- ***Fern will email josh and Teresa the eco planning charter***

Staff Board Relations- the survey will close at the end of the month please participate. The group will meet after the close.

Legal Structure - absent

Communications Draft

EXECUTIVE SESSION

Commitments

- *Alejandro will create the Board of Directors board*
- *Alejandro will coordinate with MCAT about the Board board placement within the stores*
- *Fern will contact the newsletter about the Local Committee*
- *Fern will see if Maxim can attend the Board meeting next month to present the 3d rendering of the Westside reset*
- *Fern will email Josh and Teresa the Eco Planning charter*

Next Meeting

Membership system and Catapult
Task force #4 recommendations and next steps
Committee Reports
West Reset Presentation

Decisions Out Of Meetings

1. **February Board Meeting Minutes – via email**
Consent
Stand Aside – Niki Bilodeau, Erin Genia, Isabella Rogol

Attached Documents

1. **Member Relations and Outreach Merge**

Merging the Member Relations and Outreach Committees

Proposal:

To merge the Member Relations Committee and the Outreach Committee of the BOD, with 2-4 staff members, 1-4 members, and 2-4 Board members.

From the Outreach Proposal

This is when the Board decided to split the Outreach Committee into an Outreach Committee of the BOD and an Outreach CAT of the staff. These proposals cover all aspects of the committee's charter as approved by the BOD.

Approved by the BOD on 1/17/13:

“Organize outreach efforts for Board elections”

“Create a process for, and oversee, a quarterly (?) ‘round-up at the registers’ program”

“Take on other miscellaneous Board-driven projects as needed and able”

Proposal:

Transfer all of these responsibilities to the Member Relations Committee

Approved by the BOD on 1/17/13:

“Work with Member Relations Committee to host Annual Meeting, including advance membership mailing (required by bylaws)”

Proposal:

Member Relations Committee to host Annual Meeting, including advance membership mailing (required by bylaws)

Approved by the BOD on 1/17/13:

“Create a process and oversee the end-of-year donations cycle (in years that the Co-op posts and extra profit)”

The Co-op has not had the capacity for these donations for eight years.

Proposal:

The Finance Committee will alert the board when they expect profit substantial enough to consider donations. The BOD will then create a task force to develop the process of end-of-year donations.

Approved by the BOD on 1/17/13:

“Set annual funding priorities for ongoing (small) donations program, and monitor work of Outreach CAT in implementing these priorities”

Is this necessary? Jason will check with Grace.

Approved by the BOD on 1/17/13:

“Oversee Board Report for newsletter (if newsletter committee is dissolved..)”

The Board has been assuming this responsibility, with partial success. The Staff Representative has the list of those Board members who commit.

Proposal:

The Staff Representative will oversee the Board Report for the newsletter.

Approved by the BOD on 1/17/13:

“Review Outreach CAT’s annual marketing plan and assist in presenting it to the Board”

Last year, the BOD took and specific interest in marketing.

Proposal:

The Outreach CAT will present their annual marketing plan to the Board.

Approved by the BOD on 1/17/13:

“Work closely with Outreach CAT on projects requiring Board oversight”

Proposal:

The Outreach CAT will take projects requiring Board oversight directly to the Board.