



Board Meeting Minutes

6.19.2014

Attendance:

Niki Bilodeau, Micheal Snow, Teresa Young, Isabella Rogol, Mohammed El-Sokkary, Josh Simpson, Fern Moore (*Board Observer*), Alejandro Rugarcia (*Staff Rep*), Grace Cox (*Facilitator*)

Absent: Dani Madrone, John Regan, Erin Genia

Agenda

Agenda Review
Announcements
Mission Statement
Commitments Review
Member Comment
Eco Planning committee
Staff Report
2014 BOD committees and Staff membership
Break
Committee Reports
Communications Draft
Commitments
Meeting Eval

Announcements

- Erin, John and Dani are unable to attend the meeting tonight
- 'Victory of free speech' article written by John and Erin did not make the latest issue of the newsletter. We apologize to Erin and John that their well crafted article did not make it into the issue. Next Board meeting, we will decide if it will be printed in the next issue.
- Alejandro would like any Board participation during Pride weekend. The Co-op will have a table on Saturday and will be marching on Sunday. (*Isa would like to help on Sat*)
- Fern would like to ask the Board for a donation from the Board budget of \$350 for Suzanne Shafer's request. The donations budget will also be donating 200-400\$. Mohammed would like to donate cookies.

Proposal

The Board authorizes \$350 from the board budget for Suzanne Shafer's request.

Consent

Commitments Review

- **The Board would like Grace to upload the documents to the blog with an introduction and an update on the lawsuit on blog.** complete
- **Dani will follow up with this member about their request** pending
- **The Board would like the Task Force to come back with an estimated timeline.** pending
- **Fern will send the Free Fire cider link to all** pending
- **Harry commits to the commitment of notifying Finance teams about exploring options for the capital fund** pending
- **Teresa will write an update on the Task Force #4 Board approved recommendation to the membership via the newsletter and will speak to it at the Annual Meeting** pending
- **Niki will bring the chalkboard to the Grand Opening** complete
- **Isa will bring compostable cups for lemonade to the Grand Opening** complete
- **Harry will check in with grace about updating the FAQ in the communications document** complete
- **Alejandro will ask Grace to prepare in store materials (flyers available for handing out and updated public relations contact info at the phones)** email out to all staff
- **Dani will draft a response to both pieces of Staff feedback and send out to all** pending
- **Erin will take the Boards request to the Member Relations committee** pending

New commitment

- **Fern will check in with Erin, Dani, and Harry about their commitments from the May meeting**

Eco Planning Committee

see attached document #1

Staff Collective members Paris and Adam presented. They currently comprise the Eco planning committee; there are no Members at large or Board members. They would like to give background, and solicit and recruit members. The charter calls for 1-3 members of the board. There is no budget for this year.

The committees work in the past has been simple yet powerful, i.e. Used containers, forest stewardship certified, non-GMO compostable containers etc. Their long-term goals are energy efficiency and independence. There are a lot of accessible grants and incentives for this type of work. They hope to develop job descriptions and work closely with Expansion and Facilities.

The Board recommended that they include relationships to other work within the co-op within their charter. The Board also hopes that they are able to connect with sustainability assessment tools. The committee will need to work on a budget request for next year. The team will contact interested Board members, with possible meeting times in August or September.

(Teresa, Josh, and Isa are interested in this committee work.)

The committee will also be creating flyers for recruitment of Members at large.

Email ecoplanning@olympiafood.coop if you are interested.

- **Alejandro will email contact info to Adam and Paris**
- **Fern will forward this excerpt of the notes to Adam and Paris**

Staff Report

Does the Board prefer a written a report in advance of the meetings?

There has been past discussion on what the Board would like to be included in the report. This needs to be revisited. This question is also being investigated within the BOD/Staff relations committee's work. The Board would like to see rotating Staff come in and give the report.

We recently had the most recent rounds of Collective meetings, where every Coordination Action Team report included accountability. Finance CAT has increased the amount and frequency of reporting and now includes in their reports what departments are out of financial accountability variance. The departments are required to post info on plans to address variance issues to their department pages. The 2015 Budgeting process has begun. The Garden center is a wrap, and we are turning our eyes to the Westside reset. We have a time slot, and are running up against deadlines. The Reset Implementation team has assembled and will be meeting weekly. We are also working on implementing a new portion of the POS system. This component will create replacement orders so that department managers can spend time developing their departments. We will also get better margin reporting out of our system. This was pushed forward after one of the staff participated in a recent training. The Capital plan process has been continuing. The salad bar compressor was moved to the roof at the Eastside store. The exteriors of both stores will be painted this upcoming month. We are also waiting on a final version of aisle signage for both stores. We had a good first quarter, but sales are beginning to soften. Garden sales showed 100% growth last week. Westside sales are strong. Eastside store is flattening out. Growth across the western corridor and nationally have been softening. We are working on our list of revenue generation ideas from last year and are implementing them. One Staff person has left this month, and another gave notice.

- ***Alejandro will send out the latest exit interview***

2014 Board Committees and Staff Membership

Alejandro has updated the Board committee list, and sent it to the process support coordinator to add to the *'Who does what at the Co-op'* document that is used within the Collective. Currently there are 9 committees. (Co-op Development, Finance, Personnel, Local, Standing Hiring, Member Relations, Expansion, Eco Planning, Board Staff relations task force)

Committee Reports

Expansion: The Expansion Committee is very pleased with the completion of the Westside Garden Center. The Grand Opening was a success and we are now handing the baby over to the GC managers to cuddle it and make it grow. During this summer, we are also planning on evaluating the project and visioning for its future.

The West Side Reset is happening, starting around the 3rd week of July! We are now in the scheduling phase with contractors. A detailed plan will be presented to the Collective next month. We are also working on the East Side Expansion and will come with a proposal in July with plans to have a feasibility study done by the end of the year.

Board Staff Relations:

Prioritized work plan and goals.

1. Chart of communication (Board, Staff, CATs, committees, task forces)
Flow chart, showing relationships between groups
2. Survey for other Co-ops (survey monkey)
*Add practical inquiry for how do they maintain communication, describe systems and structure. **Complete by July 31st***
3. Review applicable Job Descriptions
Board Observer and Staff Representative
4. Decision making clarification
5. Review Themes from survey
6. Create Recommendations
7. Feedback from Staff and Board on Recommendations
8. Implementation

A timeline will be constructed as the work plan evolves. The Task Force hopes to have a draft of the timeline for the Board in July.

The proposal to forgo the selection process for the Staff member at large position was blocked. A collective wide interest meeting will be held at which a staff member will be chosen to serve.

Finance: did not meet

Personnel:

The Committee continued work on the personnel handbook. They also discussed the task force of the Board. They discussed accountability and restorative practices, and follow through within our processes and agreements.

Local:

Local Eats was this last weekend at both stores. The atmosphere at the garden center was amazing, but being removed from the front of the store lessened foot traffic. This was the same feedback received for the Eastside local eats. In store demos would be better.

Co-op development:

The big project they are working on is another exchange with CECOCESOLA in 2015. CECOCESOLA have chosen their 5 delegates, and they are coordinating a date. The committee is working on a budget, and assembling a delegation from Olympia. There is funding involved from the Co –Sound group through fundraising, and within other co-op organizations.

Hiring:

They have been investigating outreach opportunities and continuing work on recruitment.

Member Relations:

Hosted a Co-op Conversation on June 4th at the Olympia Center. Though turnout was a bit low, we did have a great conversation on the membership system upgrades that are being planned, and also general communication at the co-op. We plan to host another forum either at the same time as the Annual meeting or on a date close to it. We prepared a presentation on the structure of the co-op, which has been passed along to the Staff/Board Relations task force to use as well. The major suggestion that came out of the forum was to have a gatekeeper manage communications, someone who would direct all communications where to the person they need to go to, and follow up on response.

We are continuing to work on the round up at the register policy. We are working on a proposal that will be reviewed by staff and then sent to the board, though currently it is still in draft form. We will be choosing two new members for the committee (member-at-large positions). We have four applicants for two positions.

We are continuing to work on the member handbook, and expect to have all of that information ready by the time the website is launched in October.

It would be great to include the power point presentation on co-op structure at the Annual Meeting.

- ***Alejandro will email the power point presentation on co-op structure to all***

Executive Session

Commitments

- ***Fern will check in with Erin, Dani and Harry about their commitments from the May meeting***
- ***Alejandro will email contact info of interested board members to Adam and Paris***
- ***Fern will forward the eco planning excerpt of the notes to Adam and Paris***
- ***Alejandro will send out the latest exit interview to all***
- ***Alejandro will email the power point presentation on co-op structure to all***

Attached Documents

1. Eco Planning Committee

6.17.14

Eco-Planning and the OFC

Staff members Paris and Adam are the current Staff reps to the Eco-Planning Committee (EPC). There have not been any members-at-large reps for over 3 years, and no BOD involvement over the past 2-½ years. The Committee in general has not been functioning well

or had much impact during these past years. It is our intention to get a clear picture of what our vision around “eco” work is in this Organization, and what specific role this committee would serve.

The first thing we want to do is reconnect with the BOD and work towards getting Board reps to the EPC. We then would like to find members-at-large to join as well, bringing the membership of this committee up to/near what the charter calls for. From this point we feel we could then begin assessing and evaluating how to reintegrate this work back into the OFC’s mission and everyday awareness.

For today, we wanted to come meet and greet with the BOD, be present to give a little background and Q & A, lay out some our intentions/plans for the EPC work, and ask if there are any Board members who would like to be a part of the EPC.

We have attached the original charter that was created by the EPC many years ago upon start-up for us to reference.

Charter of the Ecological Planning Committee
Of the Board of Directors
Of the Olympia Food Co-op

Vision:

We envision a Cooperative Store that is a positive contributor to local and global ecology, and a model for ecological sustainability. We envision a Co-op Community that is ecologically informed and empowered to contribute.

Mission/Purpose:

The purpose of the Ecological Planning Committee is...

- To facilitate the development of a shared mental model of Sustainability for the Co-op.
- To evaluate the ecological sustainability of the co-op's operation.
- To develop and adopt a framework for ecological decision-making.
- To propose, design, and implement programs, activities, and infrastructure changes that move the Co-op towards Ecological Sustainability over time.
- To make available educational materials pursuant to the Co-op's ecological advancements.

Values:

Healthy community – People & Place

Open Communication

Solution oriented

Informed decision making

Implement realistic changes

Synergy within groups working toward similar goals

Physical model of sustainability practices

Structure:

The committee shall consist of a minimum of three and a maximum of eight members of the Olympia Food Co-op: one to three will be members of the Board of Directors, one or two staff involved who will coordinate and support the activities of the committee, and one to four members at large appointed by the Board.

Process: The committee will operate by consensus.

Goals:

- Work to stop global warming
- Eliminate waste
- Improve Energy Efficiency
- Power the Coop entirely from renewable energy
- Eliminate the use and production of toxic substances
- Enhance the ecology of the area around the coop
- Nurture a culture of Ecological Consciousness

Decisions out of Meeting

1. May Meeting Minutes

The Board approves the May Meeting Minutes

Consent

Stand Aside- Josh Simpson, Teresa Young