



Board Meeting Minutes

3.19.2015

Attendance: Teresa Young, Eric Mapes, Matthew Schmezler, Max DeJarnatt, Habib Serhan, Fern Moore (*Board Observer*), Jayne Rossman, (*Staff Representative*), Grace Cox (*Facilitator*)

Absent - Isabella Rogol, Mohammed El-Sokkary, Desdra Dawning, Micheal Snow

Agenda

Agenda Review

Announcements

Mission Statement

Commitments Review

Member Comment

Membership upgrade to POS proposal

New Website update

Staff Report

Break

Report back from organizational health taskforce

What's our Niche?

Committee Reports

Advocacy Committee Brainstorm

Personnel Policy update

Commitments

Meeting Eval

Announcements

- Micheal, Mo and Desdra will not be able to attend tonight

Commitments Review

- *Jayne will contact Keziah about Member relations/outreach see committee reports 'Member Relations'*
- *Fern will email the eco planning staff people with their new members contact info*

Fern will follow up with them.

- *Matthew will draft a process for creating an organizational collective vision process for the next meeting niche, outlined for how to begin the discussion*

- ***Jayne will coordinate the signing of the letter supporting the Food and Water watch***

Complete and submitted

Membership upgrade to POS proposal
document #1

See attached

Proposal 1:

The Olympia Food Co-op will integrate its membership database records into our Point of Sale System in 2015.

Proposal 2:

The Low Income Membership type will continue as a fee-free membership, with a dues requirement of 1 cent per year.

This idea was presented at the Annual Meeting last year in 2014. Mo has been gathering feedback concerning this change from the membership and staff since then. During the audit in 2012, we investigated the dues recorded in sales at our registers and the database, and there was a discrepancy. This moment solidified that we need to change our membership system to something that would ensure accuracy.

Mo will craft a statement concerning our commitment to our members on information privacy before the go live date.

The Board did not have quorum at this portion of the meeting, due to a late arrival. An email consent process will be conducted

- ***Mo will send the draft of the privacy commitment to our membership to the Board and Staff.***

Website

The current website is hard to update and uses a lot of labor training to code in html. The new website we will be able to be updated on a regular basis. There have been delays in the website launch for a myriad of reasons. Some of them being, a discussion if our service provider can support us for what we want, if can we afford an upgrade to our provider, and if we should upgrade the ISP before the website launch.

We plan on going live with the new website on April 1st.

If you notice inaccuracies on the website please email outreach@olympiafood.coop

- ***Jayne will review the board page on the new website to ensure it is accurate***

Staff Report

The Interim accountability process conversation continues. The Collective also discussed a possible out of cycle hiring, as a number of people have left or given notice since we last hired.

We have been going through an assessment of staffing needs and if we should hire sooner rather than later. The New staff are just about trained up, and are working their own shifts and doing their own scheduling as of April 1st.

Report back from Organizational Health Taskforce

This idea came out of the Board retreat and is one of the priorities for this year. Matthew, Teresa and Jayne met and drafted a document beginning to create a process, for a process, of how to evaluate the organization as a whole. The hope is that the process is created by, the Board and the Collective. The process should stand through time and renew and refresh.

Max wonders how the membership would engage with this process. There was discussion about if it would be within this process, or within a separate process like an ongoing Co-op conversation program. Investigating how the Co-op is meeting its vision and mission within a Member focused conversation.

An evaluation of the internal processes is a Board and Staff process.

The Task force, Matthew, Jayne and Teresa, will share this idea with the Big Picture Coordination Action Team (BPC) to begin the process of creating this with the Collective.

- *The task force will meet with BPC*

What's our Niche?

This is also an idea that came up at the retreat. The Collective will have the most informed information on this. The Co-op was created a niche in what we sell and how we are as an organization. The Board engaged in a brainstorm around this idea.

How is this making us unique now?

How are we unique in regards to our competition?

What is the rationale behind what we do?

What separates us now?

How do we answer these questions?

Grassroots, within our collective.

Perhaps with one slogan.

Max wonders if we could be incredibly transparent within this process. Involve the membership and glean what they see we represent. There are multiple ways that we could do this.

Next steps

- Bring this idea to a Collective meeting in the future.
- Have conversations with Outreach, as some of this has been discussed.

Committee Reports

Staff Board Relations- has not met yet. Matthew will be serving as the new Board member. We will be working on setting up a meeting

Co-op Development- continued work on the exchange with CECOSOLA. They are having challenges with funding but are working on it. Micheal came in and talked to

Diane at the North West Cooperative Development Center about acting as a potential fiscal sponsor for some things. We were invited to have a small meeting with Ted Howard. TULIP would like to join the committee, as well as the OBEE Credit Union.

Finance- has not met

Personnel- has not meet

Local- working on scheduling the June Local Eats events. They are also working on job description on volunteers local demo person. Bringing a system to staff about keeping local vendors information up to date. Gathering info on local vendors.

Standing Hiring- has not met

Member Relations- Jayne talked to Keziah about what came out of our last meeting. Elections are not in the Outreach charter. Jayne will be attending the next meeting, to go over what is applicable and not and they will attend our next Board meeting to construct next steps.

Expansion – working on submitting the last surveys for the market study. There is continued work on the Process proposal that outlines the Board and Staff roles. It will go to Staff and then to the Board.

Eco planning- has not met

- *Fern will check back in the Eco planning Collective Members*
- *Fern will cc the Board members on the committee as well.*

Advocacy Committee Brainstorm

This idea was brought up during the Ag Gag bill agenda item in January. We represent progressive values within our community. Also being close to the capital, we have the chance to make change locally and state wide. Grace has envisioned an Advocacy committee of the Board. Advocacy is such an interesting area that impacts operations, but it is not owned by operations, it is owned by policy, and the Board.

There is a list of bills that are in session that we could share with our Membership.

There could possibly be an intern that follows bills.

The committee could sign petitions on behalf of the organization.

Activity around food justice they could advocate for

Fundraisers for certain causes

The Board can establish their own committees as needed. The Board would like Collective feedback and discussion about this idea. Any concerns would come out in a Charter draft, decision making would have to very clearly laid out. June would possibly be the soonest the Collective could review this idea.

- *Jayne will send Max a committee charter*

- *Max will begin drafting a Advocacy Committee charter*

Personnel Policy update

Proposal:

The Board approves the interim accountability process.

Consent

Stand Aside- Jayne

Commitments

- *Mo will send the draft of the privacy commitment to our membership to the Board and Staff.*
- *Jayne will review the board page on the new website to ensure it is accurate*
- *The Organizational Task Force will meet with BPC*
- *Fern will check back in the Eco planning Collective Members*
- *Fern will cc the Board members on the committee as well.*
- *Jayne will send Max a committee charter*
- *Max will begin drafting a Advocacy Committee charter*
- *The Membership systems upgrade proposal(s) will be presented for an email consent process.*

Decisions out of meeting

1. **Proposal - The Board approves the February Minutes.**

Consent

Stand aside -

Meeting Eval

Short and under attended.

Next Meeting

Agenda Review

Announcements

Mission Statement

Commitments Review

Member Comment

Member Relations discussion regarding elections

Staff Report

Break

Report back from organizational health taskforce

Committee Reports

**Advocacy Committee Charter draft
Commitments
Meeting Eval**

Attached Documents

1. Membership upgrade to POS proposal

Membership System Upgrade Proposal For the Board of Directors, 2/19/15

From Mo, Membership Coordinator

Background: When the Co-op purchased the POS system Catapult, we also gained the possibility of integrating our membership database into the POS system. Mo and James, Membership Coordinators, have been researching the technical and practical aspects of the system as well as reaching out to our staff, board and membership for feedback about making such a change for almost a year now. And we are ready to propose this officially, and get this change going this spring!

As far as concerned feedback from the membership, I have heard a few questions and one very concerned member who does not wish for their membership record to be part of the new system. Follow up will continue with this member, but as of now there has been only one. The feedback I've received has not led me to believe that there is great opposition to making the change.

There is one extra proposal that we find we need to make, due to the technical functioning of the Catapult system, to change our Low Income Membership dues requirement. Catapult's membership program is designed to work with membership types that pay into the system, calling them equity payments. We have not had any problem creating the necessary profiles for regular memberships, senior, business, or members with disability, as they all either receive payments or don't expire.

Our Low Income Membership type is designed to expire after 12 months of joining, to give the member a chance to consider if it is still the membership type that best suits, as income availability can change over the course of a year. In order to hold this member type accountable to the agreement, we need cashiers to see that the membership has expired in the database. The only way we can get the POS system to flag the membership as expired, is if it has dues that need to be renewed. We have explored and been unable to find a "work around" for this. Therefore, we want to propose that Low Income Memberships now require dues of 1 cent per year.

The Front End/Member Services department has considered this change at 3 different meetings and is in support of creating the 1 cent dues requirement. They feel this will be easy to work around for customer service with the affected members, and will still allow for yearly renewal of the member type and review of the criteria by the individuals using the program. According to our bylaws, membership fees and dues are set by the Board.

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