



Board Meeting Minutes

2.16.2017

Attendance Micheal Snow, David Copley, Brian Frisia, Casey Hook, Jim Hutcheon, Jaime Rossman, Grace Cox (*Facilitator*), Laura Kaszynski (*Staff Representative*) Fern Moore (*Board Coordinator*)

Absent: Desdra Dawning, Sam Green, Julianne Panagacos

Agenda

Agenda Review
Announcements
Mission Statement
Commitments Review
Member Comment
Discount Task Force Report
Committee Reports
Staff Report
Break
Committee Guidelines
Bylaws Task Force Proposal
Executive Session
Commitments
Meeting Eval

Announcements

- *Brian*- City of Olympia will be considering divesting from US Bank. There is a Bill in the Senate to create a Washington State Bank currently being heard. Bill # 5464 and companion Bill #2059.
- *Brian*- Folks will be gathering in Support for Leonard Peltier. They will be signing letters and a screening of Warrior afterwards at the Olympia Film Society March 13th 6-7 pm
- *Grace*- Today was 'A Day without Immigrants'. We did hear anything soon enough to organize. But we stand in solidarity with our immigrant coworkers.
- Desdra and Julianne are unable to attend tonight's meeting

- Desdra also sent the following message for the Board;
I am wondering if we could improve our Contact Us piece. It only has phone numbers and no emails. I had to do a search using "Board emails" to get to the email list. And I am also wondering how accurate and up-to-date that list is, in terms of who answers to what. Also, I am wondering if we could include the email list in Contact Us, along with a very clear explanation of where questions and comments are to go--to Staff, or BOD, depending on if the question or comment is one of **store operations** or **Co-op policy**. (Or at least a link to the list on the Contact Us page.) Maybe that way the Board would not be getting emails that really should have been addressed to the Staff Collective.

Add Future agenda item about communication procedures with Members.

- ***Fern will take the concrete feedback about the website coordinator***
- ***Fern will get the Board meeting dates posted on the website***

Commitments Review

- ***Laura and David will work on confidentiality agreements, privacy policy and Board ethics*** *Task moved to the procedures and policies list*
- ***Fern will draft committee guidelines and send out to all to present to their committees for feedback*** *Complete*
- ***Grace will follow up on Rita's refund or return of her merchandise*** *Complete*
- ***Desdra will take Rita's complaint to the Member Relations*** *Complete*
- ***Laura and Fern will write up a report on the Board staff relations task force*** *Pending*
- ***Fern will send out the Co-op index to new Board members*** *Complete*
- ***Fern will update the Committee table and send to Staff pages*** *Complete*
- ***Fern will send the 2017 Officers to Corey*** *Complete*
- ***Fern will send Board info to the website and staff pages*** *Complete*
- ***Fern will contact Committees with their new members*** *Complete*
- ***Expansion will discuss increasing board representation and will report back in Feb*** *Complete. See Committee Reports*
- ***Fern will send out the final draft of the 2016 BOD Retreat notes to all*** *Complete*

Member Comment

None

Discount Task Force Report

Tamara attended to present a report from the Discount Task Force. Finance Coordination Action Team (CAT) has taken on the implementation. The Discount Task Force convened in July 2015. They conducted a Membership survey about the Discount program, hosted focus groups and published an article in the Newsletter. The result from those focus groups was in support for the sustainability of our Discount program and that it should be an anonymous needs based Discount. We will still maintain free Memberships for Senior and Disability Memberships. The Board approved the recommendations last year. The Finance CAT drafted the *Implementation plan (See Attached Document 1)*. July 3 2017 is Implementation day. On April 15th We will stop offering Senior and Disability 10% Discount. On July 3rd We will switch over to the 'CAP' (Cooperative Access Program) Discount. Those with Senior or Disability discounts will need to switch over by July 3rd.

The Document also includes *Text 1*- a Newsletter article. *Text 2*- Signs and flyers which We will start to distribute in March. *Text 3*- Info for Cashiers and the Front End Department. *Text 4*-language for Online communications. *Text 5* -language for receipts.

The Board requested that the Task force provide Collective feedback regarding the Discount program changes. Feedback gathered at the Collective meetings was compiled and reviewed by the Board in the meeting. The overall feedback was constructive and appreciative. There were a few concerns about the reach of the Discount program within our community.

Feedback:

Jaime- Is the self sufficiency calculator a requirement? *No not a requirement. It is still self selecting.*

Jaime feels that the language does not convey this. Make it really clear that it is a tool to use in self determination.

David- Change it to CAMP (Cooperative Access Membership Program) instead of CAP

Micheal- The goal is to make the program sustainable. What if discounts don't change? *Then we raise margin in other ways.*

Committee Reports

Advocacy- not staffed

- ***Grace will move forward on getting the Advocacy committee staffed***

Co-sound- discussed the upcoming Co-op a topia event. They also had general discussions about their identity and outreach materials. They are beginning to develop the 'General Fund' idea.

Finance- will meet Tuesday.

Personnel -will met next week

Local - Board Members have not been contacted by the Committee for meeting time.

Standing Hiring -has not met.

Member Relations- Had a Community Sustaining Fund (CSF) discussion with Vic. CSF wants more Round Up donations from the Co-op. They talked about better advertising in the stores. There was also discussion about a possible Proposal to make them our Official Round Up program. They also would like to ensure that we incorporate CSF Round Ups into Cashier training. They also discussed the automatic round up which is not possible currently within our software capabilities. The Committee also discussed the Co-op's 40th Anniversary party and the Annual meeting which will be combined into one event this year. They talked about the lack of Newsletter Committee and concerns about the disconnect created by the lack thereof.

Expansion- The Expansion Coordinator is leaving the Co-op in March. They drafted a job description for the Expansion Coordinator. They reviewed a bid for the remodel on the Eastside store. They reworked the Eastside Remodel proposal based on that bid and continue to look at the overall design. It is all in process. The Committee Charter is

missing! No one can find it. A new draft will be presented to the Board for Consent. The Committee is also drafting a Project Manager job description.

Micheal acknowledges that the construction company he works for produced the bid for the remodel project and would like to acknowledge the possible conflict of interest. Although this is perfect timing if another Board member would like to join the Committee. Micheal will continue to serve on the sub committee. Casey expressed interest in Expansion work in his application for the Board as well as Committee Assignments last month.

**Proposal - Casey will serve on the Expansion committee.
Consent**

- Fern will notify the Expansion committee of the new Board member

Eco planning -Board Members have not been contacted by the Committee for meeting time.

Board Staff Relations- has not met.

Discount Task Force- had agenda item

Elections Task Force- has not met.

Organizational Health Task Force- did not meet. Trying to meet with Big Picture CAT (BPC) as a whole. Desdra attended BPC and more discussion is needed.

Staff Report

At recent Collective meetings the Collective viewed a SNAP video training. They also reviewed the Discount Program Implementation plan. There is a Proposal for changing the proposal journal procedures in process. Tech CAT is working on an email project changing out our email host. There was a Part time worker report including that Labor cat surveyed the Staff about Part time work. The discussion about Part time workers was held off on scheduling issues.

There was also lengthy discussion about the General Strike on February 17th. The Proposal to close the Stores for the Strike did not reach consensus. There was productive conversation about why would we close and vice versa. We discussed our privilege within this issue. The feedback voiced in the end was that it was too soon to pull off communication with the community around a full store closure. There are other Organizations in town that are participating. Angela Davis called for a Strike on March 8th for Women's Day and May 1st. The Collective hopes that we could use this Strike to build up to closures for future Strikes.

There will be a Two hour walk out from 12-2pm tomorrow at both Stores. We support our workers right to walk out. Some workers have expressed that they will be striking tomorrow. An email was sent out the Membership informing them of the walk out and call for Strike this morning. (*SEE ATTACHED DOCUMENT #4*) The Board has received replies from some Members in support as well as opposing the views expressed in that email. The Board shares their support for the workers. These are issues that affecting us in our community now.

Board response regarding the Strike-

The Olympia Food Co-op Board of Directors appreciates Staff's thorough consideration of how to join in the General Strike on Feb 17th. We respect workers right to strike, and the historical impact striking has had in our country. We feel staff participation is in line with our mission statement:

Mission Statement

The purpose of the cooperative is to contribute to the health and well being of people by providing wholesome foods and other goods and services, accessible to all, through a locally oriented, collectively managed, not-for-profit cooperative organization that relies on consensus decision making. We strive to make human effects on the earth and its inhabitants positive and renewing, and to encourage economic and social justice.

Our goals are to:

- Provide information about food
- Make good food accessible to more people
- Support efforts to increase democratic process
- Support efforts to foster a socially and economically egalitarian society
- Provide information about collective process and consensus decision making
- Support local production
- See to the long term health of the business
- Assist in the development of local community resources

Proposal-

The Board approves the 'Statement of Support for the General Strike Feb 17th.'

Consent

- *David will draft a response for emails. Send it out via email. Any glaring problems respond. He will send it to the customer service coordinator and Fern to respond to emails received*
- *Laura will send statement for Staff and send it to the Website and Facebook*

Add to future Agenda ; Board Communication. Layout how to use your voice effectively at the Co-op and provide resources.

Committee Guidelines

The Draft of Committee Guidelines was sent out to the Board for review. Board members will bring the draft guidelines to their Committees for feedback. We will discuss next month incorporating Committee feedback.

- *All Board Members will bring Draft of Committee Guidelines to Committees and gather feedback*

Bylaws Task Force Proposal

Feedback-

- How many special projects are available cumulatively? How much is 100 hours of the total.
- Communicate with the membership that we are seeking feedback on the proposed bylaws changes, not reviewing the bylaws at a whole.
- Create a writable version of the bylaws.
- Include directives into the board support team job descriptions and board/organizational calendars

Proposal:

The Board approves the creation of the Bylaws Task Force to implement the plan as proposed and designate 100 special project hours for this work in 2017.

**Consent
Stand Aside- Laura**

Executive Session

No Decisions made.

Commitments

- *Laura and Fern will write up a report on the Board staff relations task force Pending*
- *Grace will move forward on getting the Advocacy committee staffed*
- *Fern will notify the Expansion committee of the new Board member*
- *David will draft a response for emails. Send it out via email for review but will not wait for comments. He will send it to the customer service coordinator and fern to respond.*
- *Laura will send statement for staff and send it to the website and social media.*
- *Fern and Laura will draft Board email agreements and protocol and bring back to the Board in March.*
- *All Board Members will bring Draft of Committee Guidelines to Committees and gather feedback*

Meeting Evaluation

- Self facilitate and stack as needed

Next Meeting

**Legal Subcommittee update
Board Email Agreements
Committee Guidelines**

Decisions Out of Meeting

1. Hiring Proposal - decision made via email 1.28.17

Proposal

**The Board approves the proposed Hiring Candidates for hire.
Consent**

2. January Minutes Proposal - Decision made via email 2.5.17

Proposal

**The Board approves the January Meeting Minutes
Consent**

3. Board Officer Assignment 1.29.17

Proposal

**The Board approves Casey Hook as the Board Secretary and Jaime
Rossman as the Board Treasurer.
Consent**

Attached Documents

1. Discount Task Force Implementation Plan

1/24/17

IMPLEMENTATION PLAN FOR CHANGES TO DISCOUNTS/MEMBERSHIPS

What follows is a plan for making these **two changes** that are being made to the Co-op's membership and discount systems:

1. **Senior and Disability Memberships** are still free memberships with no dues, but they will no longer include a 10% discount
2. **Low Income Memberships** will now be called **Cooperative Access Program Memberships**, and the criteria for qualifying will now include use of the Self-Sufficiency Calculator. We will also start to refer to these memberships as **Cooperative Access Program (or CAP) Memberships**.

Here's a plan to facilitate a July 3 transition:

| | Deadline or start date | Task | By Whom | Notes |
|--|-------------------------------|--|--------------------------------------|--------------|
| | Now | Write all text describing the changes to memberships and discounts, publish in TABLE | Finance CAT, Membership and Outreach | Text #1 |
| | February meetings | Present this Implementation plan to collective and BOD | Tamara for DTF | |

| | | | | |
|---|--------------------|--|--|--|
| | Feb 28 deadline | Set up Low-income renewal system on card reader/Catapult, start testing | Tech/POS | Text should match qualification criteria yes/no questions, and suggestion to use self-sufficiency calculator |
| | Feb 28 | Tablet set up and enabled for customers to use self-sufficiency calculator | TBD | Tablet is dedicated for this use only |
| | Feb 28 deadline | Flyers and signs created, posted on website | Signs, Outreach | Text # 2 |
| | Feb 28 deadline | Make a one-sheet to use for training staff and cashiers | Membership and Cashier Coords/FEMS | Text # 3 Need to include details that get resolved in development |
| 7 | March 6-20 | Train Cashiers about LI Renewals and upcoming changes to Senior and disability | Cashier Coordinators, Staff Cashiers | Use Text #3 |
| 8 | March 20 | Start using the card reader for CAP/Low-Income renewals | Tech/POS flips the switch, Membership coord announces to staff | |
| 9 | Beginning March 20 | Put weekly announcements on Facebook | Outreach Coord | Text # 4 |

| | | | | |
|----|----------------------|--|--|--|
| 10 | April 15 | Put announcements on customer displays at POS, Add message to printed receipts | Tech/POS | Text #5 |
| 11 | April 15 | Edit membership form to reflect upcoming changes | Signs | Text #6 |
| 12 | April 15 | Cashiers start handing info flyer to every existing senior and disabled shopper at the end of the transaction. | Cashier Coordinators train Staff and WM cashiers | Cashiers look to see if the auto discount is applied, if so then give them a flyer |
| 13 | April 15 | Stop offering new Senior and Disability members 10% discounts | Membership, Member Relations, Cashier Coordinators | |
| 14 | May 1 through July 1 | Email/Snail mail to all Senior and Disabled members monthly thru June | Membership Coords | Text #2 |
| 15 | May 17 | Hold Community Forum about these upcoming changes | Member Relations | Advertise in Table, Website, flyers, etc. |
| 16 | May 1 | Table at the stores | Member Relations Discount Task Force | |
| 17 | July 3 | Switch over. Keep tabling for two weeks. Have staff experts in the stores to support transition | Member Relations | |

TEXT #1 – article for The Table
Changes Coming to our Discount Memberships

At the Co-op, we're proud of the fact that our membership is affordable and accessible to anyone who wants to join us. Almost 20 years ago, the Co-op began offering a free annual membership, including a 10% discount, to anyone who identified as low-income. In addition, we've offered free membership and a 10% discount to anyone with a disability or over the age of 62.

Over the years, these memberships have been extremely popular, and we're pleased to report that the Co-op has provided thousands of members with millions of dollars in discounts on their purchases. But as the years have gone by, the proportion of discount usage has been steadily creeping up. In 2016, 10% discounts amounted to more than \$750,000. In order to ensure the Co-op's sustainability, we decided to research some options for modifying our discount memberships.

A Discount Task Force convened in June of 2015, comprised of Staff and Board members. They set out to look at OFC's current discount systems and propose possible modifications to the staff and Board. The goals of the Discount Task Force were to:

- Establish an advisory council comprised of discount members and community service providers. The staff task force members created a system for selecting organizations and individuals to serve on this council.
- Develop a work plan that included various ways to solicit member and community input.
- Produce a report including options for modifying the discount structure for the Board and staff to review, with the Board having final consent on an option.

Our Co-op Advisory Council consisted of four Co-op members at large. Together with the Task Force, council members actively participated in conducting membership surveys and focus group discussions, and the results led the Task Force to create some recommendations for how to proceed. At the 2016 Annual Membership Meeting, the Task Force presented those recommendations and collected comment cards from members attending. The recommendations were:

1. **Senior and Disability memberships will no longer include a 10% discount.** We conducted surveys of over 1000 members and came to the conclusion that many members who qualify for these memberships do not financially need the accompanying discount. We believe that this is the best way to accomplish the Co-op's goal to "Make good food accessible to more people." The changes to these membership types will be implemented in stages, beginning April 15 for new members, and July 3 for existing members. Any member who qualifies is encouraged to switch to an annual CAP membership (formerly Low-income membership), and receive the included 10% discount. This is an annual membership, and will need to be renewed.

- 2. We are adding a new way to determine eligibility for annual Cooperative Access Program Memberships.** When we created the Low-income membership, we decided that we wanted members to decide for themselves whether or not they qualified. So we created a list of criteria that prospective members could reference to help determine whether or not they would be considered low-income. The criteria included issues of employment, homelessness, temporary disability, and dependent support. We are now adding the use of a more measurable method for determining qualification, the WA state *self-sufficiency calculator*, offered by the Workforce Development Councils of Washington State.

The Board of Directors approved these recommendations at their November Meeting, and we're working toward implementing these changes **starting April 15, 2017 for new members joining these membership types, and continuing through July 3, 2017**, for existing members with seniority or disability memberships.

The Co-op will continue to offer free memberships with no dues payments to anyone over 62 or with a disability.

We also continue to offer free annual memberships for anyone who qualifies for the Cooperative Access Program (formerly known as "Low-Income Membership"). The purpose of the program is to make Co-op membership available to anyone whose access to the Co-op is limited due to financial hardship. The membership is good for one year, and includes a 10% discount on purchases.

COOPERATIVE ACCESS PROGRAM

The Cooperative Access Program offers a free annual membership, with no dues and a 10% discount. The membership is available to anyone whose income falls below self-sufficiency, as described below. Purchases must be for use by the qualifying individual and their financial dependents – this does not include friends, housemates, etc.

Criteria:

- The Coop recognizes the WA state self sufficiency calculator to determine income or monthly budget eligibility. If you fall below the self sufficiency standard you qualify for this annual membership. If you need help accessing the calculator, please ask us. Here is the website to access the calculator. <http://www.thecalculator.org/calculator.php>
- Underemployed (hours, pay, or income is too low to reasonably cover expenses, and not by choice)
- Unemployed (not by choice) and without familial support and/or other financial resources
- Unable to make a reasonable living due to physical or mental challenges
- Supporting dependents without adequate resources
- Homeless

TEXT #2

(Signs)

Coming Soon!

Beginning July 3, **Senior and Disability Memberships will no longer include a 10% discount on purchases.** Any existing member who qualifies is encouraged to switch to a Cooperative Access Program membership, and receive the included 10% discount. This is an annual membership, and will need to be renewed.

Grab a flyer for complete details.

(Flyers)

Changes are Coming to our Discount Memberships

Beginning July 3, Senior and Disability Memberships will no longer include a 10% discount on purchases. Any member who qualifies is encouraged to participate in the **Cooperative Access Program**, which offers a free annual membership and a 10% discount. This is an annual membership, and will need to be renewed.

At the Co-op, we're proud of the fact that our membership is affordable and accessible to anyone who wants to join us. Almost 20 years ago, the Co-op began offering a free annual membership, including a 10% discount, to anyone who identified as Low-income. In addition, we've offered free membership and a 10% discount to anyone with a disability or over the age of 62.

Over the years, these memberships have been extremely popular, and we're pleased to report that the Co-op has provided thousands of members with millions of dollars in discounts on their purchases. But as the years have gone by, the proportion of discount usage has been steadily creeping up. In 2016, 10% discounts amounted to more than \$750,000. In order to ensure the Co-op's sustainability, we researched options for modifying our discount memberships, and decided to make some changes.

Starting on April 15, NEW free memberships for Seniors and Members with Disabilities will not include a 10% discount. Starting on July 3, existing Senior and Disability memberships will no longer include a 10% discount. We conducted surveys of over 1000 members and came to the conclusion that many members who qualify for these memberships do not financially need the accompanying discount. We believe that this is the best way to accomplish the Co-op's goal to "Make good food accessible to more people."

The Co-op will continue to offer free memberships with no dues payments to anyone over 62 or with a disability.

We also continue to offer free annual memberships for anyone who qualifies for the Cooperative Access Program (formerly known as "Low-Income Membership"). The

purpose of the program is to make Co-op membership available to anyone whose access to the Co-op is limited due to financial hardship. The membership is good for one year, and includes a 10% discount on purchases.

TEXT #3

Info for WM and Staff Cashiers, all Front-End

Please read the full-text flyer for details about this change (Text #1). It will be really helpful for cashiers to fully understand and be able to explain the changes to customers. Here are the main points:

1. **10% Discounts will no longer be offered for Senior/Disability memberships:** Changes are coming to the Co-op's discount membership options—**for existing members** (those who joined or switched to this profile before April 15), **this change begins July 3, 2017**. We're employing many methods for letting the membership know what's happening, but it's important that folks know what's going to happen, so that they can decide whether they need to make any changes to their membership. Be sure to explain that we still offer a 10% discount to anyone who needs it for financial reasons.
2. **Starting April 15, NEW members will no longer be offered a Senior/Disability membership that includes 10% off at the register. These memberships will still be free, without joining fee or dues payments required. This will include any regular member who wishes to "switch" to senior at 62, the member profile will be "Senior no discount" starting April 15.**
3. **We're changing the name of our Low-Income membership to "Cooperative Access Program" (CAP).** The program offers a free annual membership to anyone who qualifies by meeting the criteria listed. We have added one criterion to the list: We ask that people use the Washington Self-Sufficiency Calculator to help determine whether they qualify for a free annual membership and discount. *HERE WE NEED TO EXPLAIN HOW PEOPLE CAN DO THIS IN THE STORE... depending on decisions about computer/tablet access at the front of each store.*
4. **Please offer a written announcement/flyer (Text #2) to all members with Senior or Disability memberships.** This will help ensure that people are not surprised on July 3.
5. **Card-reader Renewals:** We're changing the way that we ask members to renew their CAP (low-income) membership. **Members do not need to fill out a paper form for a simple renewal, unless they need to change their address or other info.** Instead, their renewal options and questions will appear on the card reader.

ONCE THIS IS SET UP, WE CAN PUT THE STEP-BY-STEP PROCESS HERE.

TEXT #4

WEEKLY ANNOUNCEMENTS ON FACEBOOK

COMING SOON!

Beginning July 3, **Senior and Disability Memberships will no longer include a 10% discount on purchases.** Any member who qualifies is encouraged to switch to a Cooperative Access Program membership, and receive the included 10% discount. This is an annual membership, and will need to be renewed.

CLICK HERE (link to website announcement) for complete details.

TEXT #5

PRINT ON RECEIPTS, SCROLLING ON CUSTOMER DISPLAYS

Beginning July 3, Senior and Disability Memberships will no longer include a 10% discount on purchases. Please ask for more info.

TEXT #6

CAP CRITERIA LANGUAGE FOR MEMBERSHIP FORM

COOPERATIVE ACCESS PROGRAM

The Cooperative Access Program offers a free annual membership, with no dues and a 10% discount. The membership is available to anyone whose income falls below self-sufficiency, as described below. Purchases must be for use by the qualifying individual and their financial dependents – this does not include friends, housemates, etc.

Criteria:

- The Coop recognizes the WA state self sufficiency calculator to determine income or monthly budget eligibility. If you fall below the self sufficiency standard you qualify for this annual membership. If you need help accessing the calculator, please ask us. Here is the website to access the calculator. <http://www.thecalculator.org/calculator.php>
- Underemployed (hours, pay, or income is too low to reasonably cover expenses, and not by choice)
- Unemployed (not by choice) and without familial support and/or other financial resources
- Unable to make a reasonable living due to physical or mental challenges
- Supporting dependents without adequate resources
- Homeless

2. Committee Guidelines Draft



Olympia Food Co-op Board Committee Guidelines

Board Committees are an integral part of engagement and accountability in fulfilling our Mission Statement and achieving the Organizational goals.

The Committees of the Board will operate with the following guidelines:

- Each Committee Charter will be reviewed Annually by the Committee, to ensure adherence to the Committee goals and purpose. Any changes will be proposed to the Board.
- Committees will engage active participation by accommodating the schedules of Board Members and Members at Large. Volunteer participation is paramount in the Committee effectiveness.
- Committees will record and post notes to Staff and Board Pages.
- Committees will provide a report to the Board Monthly at the Board Meeting.
- Committees will participate in the Annual Meeting and provide a report to the Membership on their work.

3. Bylaws Task Force Proposal



Bylaws Task Force Proposal

What: Create a Bylaws Task Force to look at possible Bylaw changes and steward the process of getting Bylaws changes to the ballot. This idea was born out of the Board Retreat in 2016.

Who: The Bylaws Task Force will be comprised of 1 Board Member, 1 Staff Representative, 1 Big Picture CAT Member and the Board Coordinator.

When: In 2017 the Task Force would assemble and start the process of evaluating the Organizational needs for any possible Bylaws changes.

Why: There are Bylaws changes holding up projects (such as online voting) as well as possible Bylaws changes that are held in other groups within the Organization. It would be helpful if all the possible Bylaws changes were held in one place and looked at on a regular basis.

How:

2017 Timeline

- *February/March*

- Gather Bylaws changes proposals with information supporting the requests from the Board, Coordination Action Teams (CATS), Committees, Task Forces. Compile requests and prioritize them into a report.
- *March*
 - Present the report of Bylaw change requests the Collective for feedback.
- *April*
 - Present recommended language and next steps plan for Consent to Board.
 - Begin Outreach; Online updates and articles. Possibly host a Community forum to gather Member feedback.
- *June*
 - Incorporate changes from Membership feedback. Present Final proposed Bylaws changes to the Board for Consent.
 - Send proposed Bylaws changes to Signage to create the 2017 ballots.
 - Write Newsletter article for fall issue of the 'Table'.
- *July/August/September*
 - Continue Outreach for Bylaws changes through the election.
- *October*
 - After the election, review the process and make updates as needed.

After 2017:

- Every 2 years in January the Bylaws Task Force will convene and see if there is a need to move forward with Bylaws changes for that years ballot. The Task Force will follow the above process of engaging inquiry and feedback throughout the Organization (Collective, CAT's, Committees, Task Forces and Membership at large)
- We will utilize hours used in 2017 to make a labor hourbudget request for the 2019 budget process.

Proposal:

The Board approves the creation of the Bylaws Task Force to implement the above plan, and designate 100 special project hours for this work in 2017.

Example Bylaws Task Force Email to CATs, Board, Committees, Task Forces

To: BOD, Committees, CATs, Task Forces

From: BCTF

January 19, 2017

Changes to Bylaws

Hello Board, Committees, and CATs,

The Bylaws Task Force has been charged with gathering possible bylaw changes for this year. If you have a project that is dependent upon a bylaws change please send your request to (insert BTF email here) include the section you want to change, the reason why, and if you have suggested language for the change please include that as well. We will be gathering requests for (X) amount of (days/weeks).

Example Response to BTF info request:

To: BCTF

From: The Elections Task Force

January 20, 2017

RE: Changes to Bylaws

The elections task force would like to update this section of our bylaws to allow online voting.

Section 2 Membership

*Number 7. **MEMBER VOTING** In all instances of member voting, ballots may be received at the Cooperative, by mail, or at a meeting of members. No proxies are allowed and each active member shall have one vote. Unless otherwise specified in these bylaws, or by law, a simple majority vote is required for elec-*

tions and other membership actions. The Board may prescribe additional rules and procedures for elections as appropriate. The Board shall take steps to encourage maximum participation by the membership.

February 2017

Submitted by the Board Coordinator and Staff Rep

4. Strike Update (See Staff Report)

The Following is a copy of the email sent out to Members regarding the Strike:

The Olympia Food Co-op supports the General Strike called for nationwide Friday Feb 17

A call out for "No Business As Usual" has been made, and the Co-op supports all workers right to strike. We will do what we can to meet the needs of our members, and will not be fully staffed on this day, especially from 12-2 when we've chosen to pursue a specific worker walkout. We encourage you to engage in this effort in some way, such as the calls to action as recommended at the website www.Strike4Democracy.com.

EMAIL TO STAFF REGARDING STRIKE COMMUNICATIONS:

Hi Folks,

Outreach finished with the project of communications. The agreed-up focus was to:

- align with the [Strike4Democracy.com](http://www.Strike4Democracy.com) website
- to let folks know about the 12 - 2 walkout (from BPC)
- and to provide members with a list of Washington State Representatives (to assist folks with one of the calls to action)

Here are your resources for communication to members:

Posters and handout flyers

done and being delivered this morning

Website posting

<http://www.olympiafood.coop/general-strike-february-17th/>

Facebook update

<https://www.facebook.com/Olympia-Food-Co-Op-77883327883/?ref=stream>

Mailchip sent

email list folks sign up for on the Membership Form