



## Board Meeting Minutes

6.16.2016

**Attendance:** Sam Green, Desdra Dawning, Micheal Snow, David Copley, Laura Kaszynski (*Staff Representative*), Fern Moore (*Board Coordinator*), Grace Cox (*Facilitator*)

**Absent:** Julianne Panagacos, Vicky Schroeter

### Agenda

Agenda Review  
Announcements  
Mission Statement  
Commitments review  
Member Comment  
Member Concern regarding Peltier Murals  
Board Liaison to Community Sustaining Fund  
Committee Reports  
Staff Report  
Board Committee Review  
Board Elections 2016  
2016 Board Retreat  
Commitments  
Meeting Evaluation

### Announcements

- Laura requests that the Co-op hang Rainbow flags for the rest of this month.

#### Proposal-

The Olympia Food Co-op will fly the pride flag at all locations for the rest of June.

#### Consent

- David shared that he is participating in Monthly Family Bike Rides called 'Kidical Mass'. He will be hosting one this Sunday on Fathers day. They will be meeting at Garfield Elementary at 2 pm.

- With the resignation of Director Eric Mapes, the Board must assign a new Vice President.

**Proposal-**

The Olympia Food Co-op Board Of Directors assign Micheal Snow as the Vice President for the remainder of 2016.

**Consent**

**Commitments Review**

- *Grace will send out the letter to the Board from NCG complete*
- *Grace will check-in with Corey about what and when financial reports are sent to the Board pending*
- *Grace will get sample confidentiality agreements and privacy policy from other food co-ops pending- update most Co-ops don't have a stand alone confidentiality agreement. It is typically part of a document called 'Board Ethics'. It would be best for us to write our own. Laura and David would like to take this work on and will bring it back to the Board.*
- *Sam will send out the letter of support for the NWDC via email. complete*
- *Marc will edit the Poster Process and send out to all complete*
- *Fern will send out the amended Vacancy Process and will ask for any final feedback with a deadline. complete*
- *Fern will send out the Committee table complete*

**Member Comment**

None

**Member Concern regarding Peltier Murals**

Member Relations received a letter from a Member who has concerns about the Peltier Murals at the stores. The Board would like to respect and hear the Members concern. The Member is not asking for the murals to be removed, but for the Board to be aware of the issues.

**Board Feedback**

- *Micheal-* Acknowledges the real feelings. Wants to see an actual conversation. Feels like he cannot make a decision.
- Staff have requested that something to be sent to her right away.
- *David-* appreciates the information and would like a response sent to her soon.
- *Laura-* Anna Mae's name is known to all who were involved. Its not okay to unfairly imprison someone on one thing and accuse them of something else. Laura suggests doing something with the Canoe journey about the issue around violence against indigenous women. Offering our space and our Outreach efforts.
- This is about a fair system and peoples rights.

Julianne has offered to craft a response and would like to run the response by Standing up for Racial Justice. (SURJ) The Board agrees that SURJ can review the letter, without compromising the confidentiality of the member.

The Board feels that a response must be crafted quickly. The Board would like to send an immediate response that invites her voice, via a letter to the Board or an agenda item.

David will draft and immediate response from the Board. The Board will review the draft and respond with feedback by Tuesday.

- *Laura will work with outreach about opening our space for the Canoe journey*
- *David will draft an immediate response and send out to all for review.*
- *Laura will send the letter out to the member on Tuesday pm*

## **Board Liaison to Community Sustaining Fund**

**See Attached Document #1**

The Co-op and the Community Sustaining Fund (CSF) have a long standing relationship. The Board has been involved in their application and selection process for many years. The groups have discussed many times solidifying this relationship and creating stronger communication and participation. This Proposal was created to meet that need.

### **Proposal**

In order to develop a clear pathway for communication between Olympia Food Co-op and the Community Sustaining Fund, it is proposed that the OFC BOD create a position that would allow at least one BOD member to serve as a Liaison between them.

**Consent**

**Stand Aside- Laura**

### **Proposal**

Desdra Dawning will serve as the 2016 OFC Board Liaison to the Community Sustaining Fund.

**Consent**

## **Committee Reports**

**Advocacy-** none

**Co- Sound-** Finishing fundraising for the second half of the CECOSOLA Exchange. Three candidates have been selected to go (Construction Co-op, Food Co-op and an individual from the Flaming Eggplant) They are getting all the logistics settled and are ready to go!

**Finance-** has not met. The Committee will dive into Expansion Pro forma at the next meeting. Finance CAT has developed a new spreadsheet tool for departments that shows sales and budgeted margin and calculates against purchases. The Board reviewed the Weekly Sales and discussed growth patterns as it pertains to the average basket. Cash is performing well.

**Personnel-** none

**Local-** none

**Standing Hiring-** none

**Member Relations-** Talked about the Poster Policy and how it pertains to their work, as the Board has asked Member Relations to act as a back up body to Advocacy Committee in approving Poster requests. They are continuing to work on signage for

pets left outside of the stores. The Committee also reviewed the letter from the concerned member. They also hopes that the Board will engage heavily in this years Elections. They also talked about Annual Meeting themed on food sovereignty and Native rights.

**Expansion-** continued work on the pro forma. They will be presenting to the Collective meetings next month, reviewing the findings of the feasibility study, and their final recommendations. They will present to the Board also in July including staff feedback on the recommendations.

Sam acknowledges that it is hard to make it to the meetings with his schedule, the Committee will prioritize his scheduling needs.

**Eco planning-** none

**Board Staff Relations-** Continued work on the Board handbook. Scheduling has been an issue. Board pages is also in process.

**Discount Task Force-** Processing feedback from Staff and Board meetings. Many of the concerns have to with communication with the Membership and creating an implementation plan. They are working on that and plan on presenting to Staff and Board in July.

**Elections Task Force-** has not met.

*- David will schedule the Elections Task Force meeting*

**Organizational Health-** The Co-op Index proposal was consented to by the Collective. The Task Force is planning next steps.

### **Staff Report**

The June Collective meetings included the same presentation from Mo about the Membership system hold outs. She gathered feedback from Staff regarding the issue. Most feedback were concerns around labor usage for this work. Staff consented to using the Co-op Index. They also reviewed possible changes to the Bulk order policy.

### **Board Committee Review**

The Board reviewed Committee memberships as there have been multiple resignations this year. The Board identified committee openings and decided to leave the Advocacy, Standing Hiring and the Discount Task Force and Committees unfilled for the remainder of 2016.

Eco-planning and the Advocacy committee do not have budgeted labor hours for this year.

Desdra also spoke to the disconnect between Member Relations and Outreach. It would be great to have stronger communication and collaboration between these two groups.

- *Laura will take on addressing the divide between Outreach CAT and Member Relations.*
- *Laura will put in budget requests for Advocacy and Eco Planning labor time.*
- *Fern will update the Committee Table*

## 2016 Board Elections

Fern checked in with Corey about this years Board Budget.

- The total 2016 budget is \$12,420 of which \$351.38 has been spent.
- The Budget included;
  - \$1,060 in April for a Member Forum
  - \$1,060 in June for a Board retreat
  - \$5,760 in September for the Annual Meeting
  - \$1,560 in October for an unspecified event

Recruitment!

Recruit your friends and fellow community members who might have skills that would be suited to this work.

The Elections Task Force will bring back proposals regarding the Elections to the next meeting.

- *Laura will send out the graph of Board term lengths.*

## 2016 Board Retreat

The Board retreat informs strategic plans and budget requests for 2017. As detailed earlier, there is \$1,060 budgeted for the Board Retreat.

- *Laura and Julianne will work on the retreat and bring back proposals*

## Commitments

- *Laura and David will work on confidentiality agreements, privacy policy and Board ethics*
- *Grace will check-in with Corey about what and when financial reports are sent to the Board*
- *Laura will work with outreach about opening our space for the Canoe journey*
- *David will draft an immediate response and send out to all for review.*
- *Fern will email Julianne feedback*
- *Laura will send the letter out to the member on Tuesday pm*
- *David will schedule the Elections Task Force meeting*
- *Laura will take on addressing the divide between Outreach CAT and Member Relations.*
- *Laura will put in budget requests for Advocacy and Eco Planning labor time.*
- *Fern will update the Committee Table*
- *Laura will send out the graph of term lengths*
- *Laura and Julianne will work on the retreat and bring back proposal*

## Meeting Evaluation

Effective.  
Small.

## **Next Meeting**

**Confidentiality Agreements**  
**Membership Holdouts.**  
**Discount Task Force**  
**Expansion**

## **Decisions out of Meeting**

1. Approval of May Board Minutes- via email  
**Consent**  
**Stand Aside-** Desdra Dawning, Micheal Snow

## **Attached Documents**

### **1. Proposal Board Liaison to CSF Position**

#### **BACKGROUND**

For many years, OFC has had an on-going funding arrangement with the Community Sustaining Fund (CSF). Overseen by the Member Relations Committee, the Round Up at the Register program has been relatively successful in bringing funds to CSF to help local groups with operational and sometimes seed money for a variety of projects. It is a working relationship that requires on-going communication in order to bring more money into the Fund, and keep both parties currently informed.

#### **PROPOSAL**

In order to develop a clear pathway for communication between OFC and CSF, it is proposed that the OFC BOD create a position that would allow at least one BOD member to serve as a Liaison between them.

This position would entail the following tasks:

- Communicate any relevant information, questions, concerns from CSF members to BOD members and to the Member Relations Committee.
- Attend the 2 CSF meetings held every 6 months to
  - (1) accept grant applications and
  - (2) determine dispersal of funds.
- Report to the BOD at the completion of those two sets of meetings to inform and clarify the work being done through the CSF and the Round Up program, with input in ways to improve the system.

This input would be brought further to the Member Relations Committee for any further discussion and/or action.

This position would be included in the list of committees and task forces available for Board Members to participate in during their term.

A Member Relations Committee member would best serve in this role.

## 2. Resignation from Matthew Schmelzer

Thu, May 26, 2016 5:07 pm

Dear fellow Board Members,

It comes with regret that I must resign from my role a treasure and board member of the Olympia Food Co-op. My job is requiring me to move back east in July. It has been a pleasure working with all of you. This is amazing work you are doing.

Best regards,  
Matthew Schmelzer