

Board Meeting Minutes

10.20.2016

Attendance: Sam Green, Desdra Dawning, Micheal Snow, David Coppley, Julianne Panagacos, Fern Moore (Board Coordinator), Grace Cox (Facilitator / Staff Rep Fill in)

Absent- Laura Kaszynski (Staff Representative)

Agenda

Agenda Review
Announcements
Mission Statement
Commitments Review
Member Comment
Co-operative Index Report
Discount Task Force
Break
Standing Hiring Committee Proposal
Committee Reports
Staff Report
Executive Session
Commitments
Meeting Eval

Announcements

- Laura will not be attending tonight's meeting due to an emergency. Grace will be acting as the interim Staff Rep for tonight's meeting.
- Julianne just got back from Standing Rock. She would love to share her experience.
- Julianne will be unable to attend next months meeting but would like to join via phone.

Commitments Review

- Laura and David will work on confidentiality agreements, privacy policy and Board ethics Pending
- Laura will take on addressing the divide between Outreach CAT and Member Relations. Pending
- All Board Members will review the 'Privacy Policy' draft and submit feedback to Mo. Pending
- Julianne will make revisions to the consent via email policy Pending

- Fern will include and inquiry about the Alcohol Task Force in the Board report to Staff MCAT has contacted the Alcohol Task Force about helping to complete the work.
- Laura will send out the Board budget request to the Board Pending
- Laura will send an invite to the Harvest Party to board applicants Pending
- Laura will type up the process proposal and send out to only the Board. Pending

Member Comment

Opportunity for Olympia attended to seek an endorsement from the Co-op. They represent a local initiative to fund the first year of college for students within the City of Olympia, available to all who graduated from high school or received a GED. They successfully made it on the upcoming ballot. They are collecting endorsements and support within the community. The initiative proposes a 1.5% income tax for incomes above \$200,000

SEE ATTACHED DOCUMENT #1

Proposal

The Board approves the Olympia Food Co-op endorsement of Initiative 1 for Opportunity for Olympia.

Consent Stand aside- Grace Cox

Co-operative Index Report

John Mcnamara with North West Cooperative Development Co-op (NWCDC) presented. The NWCDC os 501 c3 that helps Co-op improve themselves and help start Co-ops. He teaches a course at Evergreen about worker co-operatives.

The Co-op index was developed at St Marys University. It is a tool that was created to be a means of Co-ops to measure themselves against the Co-operative values. It is based on total participation theory and completely engaging stakeholders. The tool is malleable to the type of Co-op and translated into seven different languages.

The Olympia Food Co-op completed the Co-op index report survey with Staff. There were 173 questions in the survey. The questions were edited for the survey to reflect the organization, the report does not show these adjustments. So some language might be confusing to us structurally.

John presented the powerpoint version on the report.

Results of the survey are based upon ratings within the Indices below.

Indicies

Maturity index
43.79%
Trust index
94.5%
Values index
48.5%
Principles index
49.9%

Other take aways as follows:

- Responsibility was 100% which is a great take away.
- Strategy rated low. Including specific questions; succession planning and 5 year planning
- Development of Co-op members
- Concern for community. Economic development came in the lowest within this set.

Staff genuinely care about each other and trust each other there are communication issues, lack of strategic planning, lack of succession plan. Despite all of this the Co-op is performing well.

Next steps:

John recommends analyzing the top negatives (under 25% areas) that we might want to explore deeper. The Task Force is planning a follow up retreat using a world café style, to discuss the results with Staff. The are meeting next week and working on proposals for the next steps and the scope of work. They will be seeking quantitative data to back up the numbers and further exploration.

Questions:

Do we have access to the raw data set?

Yes, the task force has the raw data

Investment- 2/3 of staff said that they would want to invest in the co-op. Wondering how central co-op experience has been in their transition as stake holders?

This is something that we could investigate further.

Send any feedback or suggestions to the Organizational Health Task Force.

Discount Task Force Implementation Plan

SEE ATTACHED DOCUMENT#2

Rafa, Tamara and Satora attended to present from the Discount Task Force. They presented the Implementation Plan as well as the documents that support the implementation plan. All these documents will be taken back to staff for final consent.

They are seeking Consent on the previously submitted recommendation to change the overall discount structure.

Staff gave feedback in July to the first draft of the Implementation Plan. There were misunderstandings in how they were moving forward. As a result the process got drawn out.

The Implementation plan is the same, excluding that the Advisory Council chose the name of the one discount the (CAP) Cooperative Access Program.

The Membership policy was rewritten, as it was discovered that there was different versions of the Membership policy within our documents.

An FAQ document was created to assist questions posed to Staff. This will be used as a training document for Staff. Handouts for Members will be available in store about the changes in the Discount Program.

The Board has final consent on the recommendation. Staff did offer feedback on the implementation.

What would happen if the Board took another month to give final consent on the proposed change?

We are not building the reduced discounts into the 2017 budget. Finance CAT recommended that we start the change in July, based on budgeting. The only other impact would be the task forces plan to inform folks of the change to the Discount program at the Annual Meeting.

Sam spoke to the concern that Staff may have concerns that the Board has not heard opposing this change to the Discount program. He would like a final comment period to allow Staff to share any final concerns. There is a narrow channel of information coming to the Board with this work, the same four people that proposed it will also carry out the implementation. The discount system is tied to the identity of this co-op very directly.

The Task force will be presenting this to Staff next week. The Board is open to hearing the staffs thoughts, before making a final decision at the November meeting.

Next steps

- Discount Task Force will report to Staff next week and will solicit comments to the Board email
- Fern will compile feedback received to Board email
- Rafa will send Fern any feedback taken within Staff meetings
- Fern will compile a feedback report to be presented to the Board in November.
- The Task Force will create a plan for the Annual Meeting, and ways to gather feedback from the Members at the Annual Meeting.

The Task Force would like to be clear with how we are approaching it at the Annual Meeting. They plan on having a 10 min presentation outlining the work that they have done and what was recommended. They will be seeking Member input at the Annual meeting and taking suggestions to better implement the plan. Perhaps even holding Member forums to educate about the change. They hope to start the conversation at the Annual meeting. They also plan on having articles in the newsletter.

Standing Hiring Committee Proposal

SEE ATTACHED DOCUMENT #3

Maxim attended last month to present the updates to the Hiring handbook. The Board approved all the proposals but this final one. They requested more time to review the information. Newly exited Board member Vicky also submitted feedback that was incorporated into this final proposed version. No one from the Hiring committee was able to attend.

Proposal-

The Board approves the Standing Hiring Committee proposal
Consent
Stand Aside- Grace

Committee Reports

Advocacy- no active representation.

Co-sound- Wrap up on the exchange continues and formulating strategy for what to do next. The committee requests agenda time for the November Board meeting to discuss the direction of their work.

- Micheal will send out the Co-sound Charter and purpose

Finance- The 2017 Budget has reached up to Version 2. It will go to Staff and then the Finance Committee. It could possibly be coming to the Board for approval in November. They are hoping to have 3rd Quarter Statements to report along with the 2017 budget. Cash continues to hold strong.

Sam requested that the Monthly Expense Reports to be sent to the Board as a whole.

- Grace will check in with Corey about sending out all financial reports to the Board.

Personnel- no active representation.

Local- no active representation.

Standing Hiring- no active representation.

Member Relations- Continued work on the Annual Meeting. They will be drafting an Agenda which will be sent out for Board approval. Julianne is willing to do MC work at the Annual Meeting.

- Desdra will send Fern the draft Agenda for the Annual Meeting
- Fern will send out the Annual Meeting Agenda to the Board for approval

Expansion- Continuing work on the next plan by devising a multi tier strategy. On Tuesday night, they met at the Eastside Co-op to generate new ideas for a remodel. This would be a smaller project than previously conceived. A rough \$250,000 remodel, to buy us some years at that location while we prepare for the next large step. They are looking to move forward with remodel planning while pursuing other options.

Eco planning- no active representation.

Board Staff Relations- has not met.

Discount Task Force- had an agenda item

Elections Task Force- Elections are active and polling stations and ballots are available at the stores! Encourage your friends to vote!

- Fern will see that the elections info gets on the website asap

Organizational Health Task - had an agenda item

Staff Report

Staff are considering a proposal to do a Hiring. The hope of the Hiring team is that Staff approves next week and the Board would consent via email. The Collective has moved from folks on vacation to, folks that are sick or at home sick with family members. So tight scheduling continues. They have filled key roles in the last few days. The Outreach team has been working at less than 50% for several months, two new staff were just selected to join. There is an interest meeting to fill the Board Committee positions as well. There is continued talk about a retreat next year, so that is budgeted for. They are understaffed in the Big Picture team and talk about adding another person to handle the workload. A new training program was created by the Front end group called the Campaign of the month. The hope is that these front end focused trainings will support departments, accuracy and overall product knowledge.

Executive Session

- Micheal will send out a draft response to all for feedback
- Desdra and Sam will draft a letter and bring to the November meeting

Commitments

- Laura and David will work on confidentiality agreements, privacy policy and Board ethics Pending
- Laura will take on addressing the divide between Outreach CAT and Member Relations. Pending emailed staff haven't heard back. Outreach is having an interest meeting on weds, at which staff will be selected
- All Board Members will review the 'Privacy Policy' draft and submit feedback to Mo. Pending
- Laura will send out the Board budget request to the Board Pending
- Laura will send an invite to the Harvest Party to board applicants Pending
- Laura will type up the process proposal and send out to only the Board. Pending
- Fern will check the Board handbook about emergency coverage for the Staff Rep
- Micheal will send out the co sound charter and purpose
- Grace will check in with Corey about sending out all financial reports to the Board.
- Desdra will send fern the draft agenda for the annual meeting
- Fern will send out the annual meeting agenda to the board for approval
- Fern will see that the elections info gets on the website asap
- Micheal will send out a draft response to all for feedback
- Desdra and Sam will draft a letter and bring to the November meeting

Meeting Evaluation

Add process and procedure to folks asking for a decision in meeting

Next Meeting

Discount Task Force
Co-Sound Committee
Executive Session
Executive Session process
Board Retreat (sun nov 4th) make an agenda

Decisions Out of Meeting

1. Approval of September Board Meeting Minutes

Decision made via email.

Consent

2. Standing Rock Fundraiser Proposal

SEE ATTACHED DOCUMENT #4

Decision made via email.

Consent

Attached Documents

1. Opportunity for Olympia

Dear Olympia Food Co-op Board,

I would like to invite the Olympia Food Co-op Board to endorse the Opportunity for Olympia campaign. This campaign is attempting to provide 1-year of free community college to all high school graduates and recent GED holders in Olympia, Washington. The program would be paid for by introducing a 1.5% tax on all household in Olympia making over \$200,000 a year. Its goal is to make higher education more affordable while also addressing Washington's regressive tax system. The organizers of this campaign see a natural alliance between our work and the mission of the Olympia Food Co-op to support social justice.

Attached in this email are materials for Opportunity for Olympia, including a fact sheet on the campaign, links to news coverage and a letter to the editor on the campaign that was published in The Olympian. Additionally, there is a list of Olympia businesses that have already endorsed our campaign. You can also visit our website, which is posted below.

Opportunity for Olympia

The Olympian Article

http://www.theolympian.com/news/local/article71935882.html

Letter to the Editor

http://www.theolympian.com/opinion/letters-to-the-editor/article87138202.html

Website

http://opportunityforolympia.com/

Local Businesses

- New Traditions
- Rush In Dumplings
- Deschutes River Cyclery
- Jamie Lee and Company
- Danger Room Comics
- Funk Fuzz Records
- Obsidian
- Doos Donuts
- Browsers Books
- Psychic Sister
- Olyphant Art Supply
- Last Word Books

- Oly Underground Rosie's Joint Olympia Framemakers Kickstand Ice Cream
- Salon Milano
- Remember When Antiques

2. Discount Task Force

Discount Task Force October 2016

Discount Task Force Comprehensive Timeline/Document

May 2015 Staff consents to allow the Discount TF (DiscTF) 4 members (Monica, Tamara, Laura and Grace) and one non-consenting member/facilitator coordinator (Rafa).

July 2015 The task force has their first meeting in order to discuss the history of the discount system provided by Kitty and the Finance CAT along with board members Eric, and Teresa

Sept 2015 The task force creates a Timeline/Workplan to keep goals and work on task. Begins working on recruiting members to discount advisory council.

Nov 2015 The task force approved Angie Kelly and Pat Kolstad for participation in the task force.

Feb/March 2016 The task force follows through on a member survey regarding discounts, access to and proposed changes to the discount structure with education on co-op sustainability. A round of focus groups comprised of discount using members is conducted in order to get in person feedback from co-op members. The task force adds Satora Oswald to the member advisory council.

April 2016 The task force proposes for up to 175 hrs to be used in 2016.

May 2016 The task force presents its findings and recommendations to the board of directors and collective. The board asks the task force to work on a plan for implementation before they can consent and the collective provides feedback on how staff can effectively participate in the proposed change.

July 2016 The task force presents an implementation plan to the staff in order to get approval for added responsibility as well as the steps in implementing the new discount structure for members. Feedback is generated and supporting documents to detail the specific steps in the implementation plan are needed.

Aug 2016 The task force creates a new timeline for the remainder of the year and proposes to add another 125 hours for 2016 to cover the extra work generated by the board.

Sept 2016 The advisory council meets in order to go over the implementation plan and recommends the use of CAP (Cooperative Access Program)

Oct 2016 The task force presents supporting documents and a comprehensive timeline/document on its work to the staff and board.

3. Standing Hiring Team Proposal

Draft reply from Board Member Vicky Schroeter (see purple)

TO: The Board

FROM: The Hiring Team

RE: Proposals to Change the duties of the Standing Hiring Committee

9/10/16

BACKGROUND

The Board created the Standing Hiring Committee of the Board about 10 years ago when we re-created our hiring process. We created the Hiring Handbook which has all the policies and guidelines that determine our Hiring process.

The Standing Hiring Committee is a Board-appointed Standing Committee.

Purpose: The Standing Hiring Committee is responsible for coordinating all aspects of staff hiring, and that includes:

- Developing and maintaining a hiring handbook with all policies and procedures for hiring, accessible to all
- Developing and maintaining an active outreach program
- Maintaining awareness of the co-op's needs with regard to hiring and responding to that need in a timely manner
- Developing and maintaining ongoing training for committee members
- Maintaining effective and respectful communication with everyone
- Working with the conflict resolution and anti oppression committees as needed
- Ensuring compliance with applicable law.
- Developing and maintaining an evaluation process for the committee's work
- Developing and maintaining an integration process for new staff to transition from new hire to trainee.

Committee Make up:

- 1-2 Board of Directors Members
- 2-3 Staff
- 1 Staff hiring facilitator

The Standing Hiring Committee has not done this work for most of the time we've had it. We have struggled to maintain both Board and Staff membership and the Committee has done little else besides reading and recommending finalists and hiring proposals to the Board.

We believe that there are currently many other coordination groups that could integrate some of the responsibilities of the Standing Hiring Team. We believe we should simplify the work of the Standing Hiring Committee.

We believe it's important to maintain this committee as per the by-Laws, the Board is responsible for hiring and firing of staff. We believe it should be the primary function of the committee

Proposal 1:

That we change the purpose and function of the Standing Hiring Committee as follows:

Standing Hiring Committee

The Standing Hiring Committee is a Board-appointed Standing Committee.

Purpose: The Standing Hiring Committee is responsible for coordinating the following aspects of staff hiring:

- Present Staff Hiring Process and Handbook changes to BOD for consent (when needed)
- Review and consentto Finalist Recommendations made by Interview Team
- Review the Interview Team's Hiring Recommendations and present recommendations to BOD for consent
- Develop, maintain, and facilitate annual evaluation process for the Interview Team's work.
- Attend and participate in the Interview Team's evaluation of the hiring process (which occurs at the end of each hire).
- 1. Review proposals from the Interview Team regarding the Hiring process and the Hiring Handbook and make recommendations to the Board

Committee Make up:

- 1 Staff hiring facilitator
- 1-2 Board of Directors Members
- 2-3 Staff (staff application consented to by Board of Directors)

The Board of Directors' (BOD) relationship to the Committee The full BOD is involved in the hiring process only in the following situations:

- 1. When staff proposes that the BOD authorize initiating a hiring.
- 2. When the Standing Hiring Committee makes specific hiring proposals (who to hire).
- 3. When the Standing Hiring Committee needs new BOD members.
- 4. When substantive procedural changes are made to the Hiring Handbook and/or the hiring process.

Staff's relationship to the Committee: The Staff is involved in the hiring process in the following situations:

- 1. When the Interview Team needs new members.
- 2. When substantive procedural changes are made to the hiring process.
- 3. When staff members carry out processes in communication guidelines.

Proposal 2: The following job duties previously assigned to the Standing Hiring Committee would be re-assigned to the people/groups highlighted:

- 1. Developing and maintaining the Staff Hiring Process and Handbook with all policies and procedures for hiring, accessible to all (interview team)
- 2. Developing and maintaining an active outreach [recruiting] program (outreach, with support from hiring facilitator)
- 3. Maintaining awareness of the co-op's needs with regard to hiring and responding to that need in a timely manner (labor systems CAT already happening)
- 4. Developing and maintaining ongoing training for committee members (hiring facilitator with support from training CAT)
- 5. Maintaining effective and respectful communication with everyone (interview team, with hiring facilitator taking primary role)
- 6. Working with the conflict resolution and anti oppression committees as needed (hiring facilitator)
- 7. Ensuring compliance with applicable law (hiring facilitator with support from personnel coordinators)
- 8. Developing and maintaining an integration process for new staff to transition from new hire to trainee (new staff training coordinators with interview team)

Proposal 3:

We add a section to the Hiring Handbook that reads as follows:

Process for changing the Hiring Handbook and/or the Hiring Process

- 1) The Interview Team is responsible for proposing changes to the Hiring Handbook and/ or Hiring Process. The Interview Team will draft proposals detailing any proposed changes.
- 2) The Interview Team will publish the proposals to the Staff Collective and seek feedback.
- 3) The Interview Team will present the proposals with added Staff feedback to the Standing Hiring Committee for their review and recommendations to the Board of Directors
- 4) The Interview Team and/or the Standing Hiring Committee will then present the final proposal to the members of the Board of Directors for approval.

PROCESS

It is not spelled out specifically yet what the process is for amending the Hiring Handbook. We believe it should be done by decision of the Board. We have now gathered Staff and Board feedback and have incorporated it into these proposals.

4. Standing Rock Fundraiser Proposal

To: Staff Collective & OFC Board

Re: Proposal for a Fundraiser and Food Drive for Standing Rock solidarity organizations,

through Round-up at Registers Button and Other Collections

From: Jenn Campbell with request from Coop Members and Staff

9/28/2016

Fundraiser Proposal & Round-up Request

Name of group: Standing Rock Solidarity Organization

Is the organization a non-profit: Yes

Why are you requesting a round-up donation?

The events of the past month at the Standing Rock Reservation to protest the Dakota Access Pipeline have prompted many calls for support. A local group of individuals, some of whom have traveled to the Reservation and protest areas to deliver supplies and offer on-the-ground support, has asked the Olympia Food Coop to add a Round-up at the Registers. The Coop has already donated food and other items and co-hosted a film fundraiser; however, we have not so far asked for financial donations from the membership.

Although we already have one Round-up organization at this time (Magic Kombucha), many of us feel the need for immediate support at Standing Rock is important enough to have two Round-ups at once. Also, the goals of these two donations are very different – one, to rebuild a much-loved Olympia business over a period of many months, the other, to offer immediate solidarity and supplies to a group of Indigenous Nations and allies who are resisting the construction of a pipeline over sacred sites and riparian areas (from which local people draw drinking water and of which are important in ceremony). Adding a Round-up option to this larger fundraising campaign will give Coop Members an easy way to contribute.

The Staff Anti-Oppression Budget (AO CAT) is under-spent by approximately \$1,000. We want to propose that within the larger context of this fundraiser, the Coop Anti-Oppression CAT will match donations up to \$1,000 and that the goal is higher. Donations can be taken in larger amounts than round-up quantities from members by FCs, FECs and Customer Service, in checks and cash, and will be collected in an envelope in the safe. Food drive items (as well as specific supplies requested on the Standing Rock Supplies List) can be collected at the stores.

The Anti-Oppression CAT has offered to purchase supplies such as bulk foods (from the Supplies List as requested by participating First Nations at Standing Rock) and deliver these supplies, along with the remaining funds from the fundraiser. These would specifically be supplies that are difficult to obtain in North Dakota.

How does your request align with the Co-op's mission statement?

The Co-op's mission statement includes these goals: To make good food accessible to more people; to support efforts to increase democratic process; and to support efforts to foster a

socially and economically egalitarian society. All of these will be approached by a fundraiser and food drive for the First Nations and allies who are protesting the Dakota Access Pipeline.

Date and duration of Round-up Request: As soon as it is consented on, for the full 6 month period.

What is your plan for outreach? Signage at the registers, signage at the front of the stores, promote on Facebook and on the website. Signage will include that the Coop Anti-Oppression Committee will

Do you anticipate extending your request beyond 6 months? Don't know. This depends on the status of Standing Rock Reservation and the Dakota Access Pipeline.

Proposal: That there be a Standing Rock fundraiser and food drive campaign for a Standing Rock NoDAPL solidarity organization for six months (from the time consented to by the Staff Collective and OFC Board of Directors). This fundraiser will use both "round-up at the registers," at-large check and cash donations, and food and supplies donations to Front End Staff. The Anti-Oppression CAT will match donations up to \$1,000 and this will be advertised widely. The Anti-Oppression CAT will decide, with input from Member Relations, members at large, and the Board of Directors, how best to deliver the funds and supplies.